

(Date)

(Name of Bishop you are writing to)

Dear Venerable (Brother/Sister),

I am writing to inform you that (Name of Priest/Deacon) has been accepted into my episcopal care via canonical incardination. As a sign of the mutuality and unity of our episcopal ministries, I am asking you provide a letter of release from your episcopal care to (Name of Priest/Deacon).

Thank you in advance for you assistance in this matter.

In the service of Christ and the Church,

The Right Reverend (Your Name)
Diocese of (Name of Diocese)
The Progressive Episcopal Church