Congregational template for ordination to the transitional diaconate

The canons call for a letter of continued support for the candidate from the candidate's congregation. This letter is to be dated and signed by at least two thirds of the vestry/bishop's committee, the priest of the congregation, and attested by the clerk.

The following wording would suffice as a minimum statement:
In accordance with Canon III.8.6.c, we the congregation of, offer our support for as he/she requests ordination to the transitional diaconate.
Senior Warden
Junior Warden
Clergy exercising oversight
Vestry/Bishop's committee members:
I hereby certify that the forgoing certificate was signed at the vestry/bishop's committee meeting of Church duly convened on and that the names attached are those of at
least a two-thirds majority of all the members of the vestry/bishop's committee.
Clerk of the vestry/bishop's committee
There are other parts of the request for ordination that are the responsibility of the applicant to provide
such as the date of admission to postulancy and candidacy, academic records, etc.