

Organization Logo

Date: _____
To: Ottawa Police Services
Subject: Request for Police Record Check, <specify level>
Level 1: Criminal Record Check
Level 2: Criminal Record and Judicial Matters Check
Level 3: Vulnerable Sector Check

This is to confirm that this applicant is being considered for a volunteer placement within <Organization Name>. As a volunteer, s/he may be required to work with children and/or other vulnerable persons in the community.

In order to volunteer at <Organization Name>, volunteers performing <job> are required to obtain a Police Record Check <specify level>.

We kindly request your cooperation in this matter. Should you have any questions or require clarification, please feel free to contact me.

Sincerely

<original signature>

<Your Name>

<Your Job title>

<your direct phone number>

<your email address>