



June 6, 2013

Police Clearance Area
Guelph Police Service,
15 Wyndham Street South,
Guelph, ON
N1H 4C6

To Police Clearance Area:

This letter is to confirm that **Volunteer Name** has applied to become a volunteer with **Organization Name**. S/he will be working as a **Position Title**. Our standard screening procedure requires that prospective volunteers working with vulnerable people in a position of trust or dependence must obtain a **insert level of check**.

Further, **Organization Name** is a participant in the Volunteer Centre of Guelph/Wellington's ***Best Practices in Volunteer Screening Program***. This volunteer position has been deemed eligible for a free Police Record Check. The authorization number for this position is **XXXXXXXXXX**.

Thank you for your attention to this matter. If there are any questions, please call me at **Phone Number**.

Sincerely,

Name Volunteer Coordinator
Volunteer Services Coordinator



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