

## Agency Letterhead

Date (letters more than 3 months old will not be accepted)

London Police Service  
Records Division  
601 Dundas Street  
London, ON  
N6B 1X1

Please consider this letter as our confirmation to engage \*\* Name of volunteer \*\* ,

as a volunteer worker with \*\* name of agency \*\* .

Volunteer duties will include: \*\* describe how the volunteer will be directly responsible for a vulnerable individual \*\* . (example: coaching boys hockey, age 12 to 14)

We appreciate your proceeding with a Police Vulnerable Sector Record Check.

Sincerely,

(signature)

Name  
Position  
Agency Name  
Phone number