Dear Sir or Madam;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for a position of trust in our organization. It is our policy to have a Criminal Records Check done on all of our staff and volunteers. I am requesting that a Criminal Records Check be done for this individual in order for him/her to volunteer at Northwest Community Church.

Name of Organization: Northwest Community Church

Contact Persons: Dan Stobbe, Jeff Froese or Cherry Gibson

Phone: (306) 236-4088

Thank you for assisting us in this manner.

Sincerely yours,

Cherry Gibson

Administrative Assistant

Northwest Community Church