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DATE

To whom it may concern,

As part of the Responsible Ministry and Screening in Faith Policies of the Anglican Synod of the Diocese of British Columbia, all volunteers in our diocesan parishes and all employees are required to obtain a police information check with vulnerable persons sector check.

NAME is a volunteer with **NAME OF PARISH** as of **DATE**. As per their volunteer commitment, they are required to provide the Diocese with a police information check with a vulnerable person's sector check every five years.

If you require further information, please contact me at **PHONE NUMBER AND/OR EMAIL**.

Yours truly,

SIGNATURE