

**(insert organizational letterhead)**

**(date)**

To Whom it may concern,

This letter is to confirm that **(volunteer name)** will volunteer with **(organization name)** in the role of Newcomer Bike Mentorship Volunteer, and will be working directly with children and/or vulnerable populations.

In order to carry out this work it is necessary for the volunteer to complete a current Criminal Records Check for the Vulnerable Sector. As this volunteer position will commence as soon as possible, it would be greatly appreciated if this Criminal Records Check can be completed at your earliest convenience.

Should you have any questions, please do not hesitate to get in touch.

Sincerely,

**(employee signature)**

**(employee name and contact information)**

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**(organization address and/or contact information)**