[Church Letterhead]

[Date]

RE: Vulnerable Sector Check

To Whom It May Concern,

This letter confirms that [Full Legal Name of Applicant] is a minister serving with [Name of Church/Ministry].

As a ministry worker, [Applicant’s Name] is in a position of trust and will have responsibilities that involve contact with vulnerable persons including, but not limited to, children, youth, persons with disabilities, vulnerable adults, and the elderly. Therefore, we require that a vulnerable sector check be conducted for [Applicant’s Name] as a condition of their ministry involvement with our organization.

Should you need additional information, please contact:
[Church Contact Person’s Name], [Title]
Phone: [xxx-xxx-xxxx] | Email: [email address]

Sincerely,

[Authorized Signatory]
[Name]
[Position/Role]
[Church/Ministry Name]