September 5, 2018

To Whom It May Concern

This letter is to confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be volunteering at Elgin Park Secondary School as a coach in our athletics program for the 2018/2019 school year. He/She is thus required to complete a criminal record check. This letter should allow him/her to have that done at no cost.

If you require additional information please contact me at the school number listed below.

Sincerely,

Chris Ellett

Athletic Director

Elgin Park Secondary