

AGENCY NAME

Date

RE: Volunteer Checks

Our agency participates in the Volunteer Screening Program administered through Volunteer Alberta.

Our Volunteer Screening Program Number (VSPN) is: VSPN 0000Xx0000

[NAME OF VOLUNTEER] will be volunteering with [NAME OF AGENCY] as a [POSITION TITLE], [POSITION CODE]. They will require a Criminal Record Check or Police Information Check, including Vulnerable Sector search, for this specified role prior to volunteering with our organization.

If you require further information, please contact [NAME OF VOLUNTEER COORDINATOR] at [CONTACT INFORMATION]

Sincerely,

[NAME]

[TITLE]

Agency Name

Agency Contact Information
Agency Address