(DATE)

Deacon Rob Huff
Chancellor, Catholic Diocese of Springfield – Cape Girardeau
601 S. Jefferson Ave., Springfield, MO 65806-3143

Dear _______________________________,

This is a letter of suitability for _______________________________, a member of ________________________________ in ________________________________.

__________________________________________ will be coming to/from the Diocese of Springfield-Cape Girardeau for:

__________________________________________ to speak to ________________________________ at _________________________________.

__________________________________________ understands s/he is responsible for submitting verification

Of current compliance with the following Safe Environment Requirements:

_____ Safe Environment Training     Date of Completion: ________________________________

_____ Background Screening         Most Recent: ________________________________

_____ Code of Conduct/Ethics       Date Signed: ________________________________

I am able to make the following attestations:

S/He is a person of good moral character and reputation.

I know of nothing that would limit or disqualify him/her from this ministry.

I am unaware of anything in his/her background which would render him/her unsuitable to work with minor children.

Respectfully in Christ,

__________________________________________

(SIGNATURE OF RELIGIOUS SUPERIOR/LAY LEADER/PASTOR)     (DATE OF APPROVAL)

(PLEASE PRINT YOUR NAME)

The letter should be printed on letterhead with a seal affixed (if applicable).  
To expedite the processing of this testimonial, a scanned copy may be sent by email to Deacon Rob Huff (rhuff@dioscg.org) or fax a copy to (417-866-1140).  Please then send the original form by regular mail to:

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