

(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  
(VISITOR'S NAME)

\_\_\_\_\_ in \_\_\_\_\_  
(RELIGIOUS ORDER/LAY ORGANIZATION NAME/PARISH) (CITY, STATE)

\_\_\_\_\_ will be coming to/from the Diocese of Springfield-Cape Girardeau for:  
(VISITOR'S NAME)

\_\_\_\_\_ to speak to \_\_\_\_\_ at  
(EVENT) (ADULTS, MINORS, MIXED AGE GROUP)

\_\_\_\_\_ on \_\_\_\_\_  
(PLACE OF VISIT – PARISH/INSTITUTION) (DATES)

\_\_\_\_\_ understands s/he is responsible for submitting verification  
(VISITOR'S NAME)

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@dioscrg.org](mailto:rhuff@dioscrg.org)) or fax a copy to (417-866-1140). Please then send the original form by regular mail to:*

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