

Sample Church Letterhead

[Date]

Dear Heart of Georgia Chrysalis Registrar,

The following individuals have completed Safe Sanctuary Training and have full approval to work with children and youth at *Sample Church*. They have completed the classroom training and successfully passed the required Criminal Background check. Please see the date of their last certification and results.

Name:	Date of Background Check/Certification:	Background Check Results:
Sally Smith	7/29/2018	No Results Found
John Doe	6/15/2018	No Results Found
Peter Piper	9/20/2018	Results Found* DUI, 2/19/87

If you have any questions, please feel free to contact me.

[Signature]

Jane Jones

Safe Sanctuaries Administrator

[Email Address]

[Telephone Number]