

Example of a Suitability Letter For a Non-Cleric (Sister, Brother, Lay Person, etc.)

(DATE)

The Most Reverend Jeffrey S. Grob
c/o Antoinette Mensah
Society for the Propagation of the Faith
PO Box 070912
Milwaukee, WI 53207-0912

Dear Archbishop Grob:

This is a letter of suitability for _____, a _____
(Name) (sister, brother, lay person, etc.)
of _____
(Religious Order or Lay Organization Name)

She/He is a member in good standing in our organization. She/He is of good character and reputation and is able to perform the duties for which she/he is coming to the Archdiocese of Milwaukee.

To the Best of my knowledge:

- S/He has never been suspended or otherwise canonically disciplined.
- S/He does not labor under any canonical impediments.
- S/He has never had criminal charges brought against her/him.
- S/He has not manifested moral or other behavioral problems in the past that would indicate s/he might deal with minors or adults in an inappropriate manner.
- S/He has never been involved in an incident which called into question her/his fitness or suitability to fulfill the responsibilities and duties of her/his ministry due to alcohol, substance abuse or other causes.
- S/He has no other mental or physical attribute, condition and/or past situation which would adversely affect her/his performance or ministry.
- There have been no allegations of sexual abuse or impropriety.

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

Given this day of _____ (date)

By _____
(Religious Order or Lay Organization Name)

Signature of Religious Provincial or Lay Organization Leadership

Letter should be printed on Letterhead with a seal affixed (if applicable)