

### Example of a Suitability Letter For a Priest/Cleric

\_\_\_\_\_  
(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 \_\_\_\_\_,  
(priests name)

a priest incardinated in the Diocese of \_\_\_\_\_,  
(diocese name)

OR

a priest of \_\_\_\_\_,  
(Religious Order name)

Father \_\_\_\_\_ is a priest in good standing in our  
Diocese/Religious Order. He is of good character and reputation to perform his priestly duties, including  
celebrating the Sacred Mass.

To the Best of my knowledge:

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

In the Diocese of \_\_\_\_\_

OR

By \_\_\_\_\_ (Religious Order Name)

\_\_\_\_\_  
Signature of Bishop or Religious Provincial

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