



September, 2025

Ottawa Police Service
P.O. Box 9634, Station T
Ottawa, ON K1G 6H5

Dear Sir/Madam:

_____ has applied to be a volunteer with the West Ottawa Ringette Association and will not be in proximity with the vulnerable sector.

In accordance with West Ottawa Ringette Association's policies on safety and security, a "Level 2 Criminal Record and Judicial Matters Check" is required for this volunteer position.

Thank you for your attention to this matter,

Sincerely,

A handwritten signature in black ink, which appears to read 'S. Pulleyblank', is written in a cursive style.

Stephanie Pulleyblank
President
West Ottawa Ringette Association