



TO WHOM IT MAY CONCERN:

Dear Ottawa Police Services,

Re: Request for Level 2 Criminal Record and Judicial Matters Check

The Rhoda Foundation, an incorporated not-for-profit and registered charity, and serves the local Ottawa community through various community development projects and programs. One of our services is the Rhoda Masjid, located in Orleans, which is a community hub operated and maintained by community volunteers.

All active community members who volunteer in any capacity in the Rhoda Masjid will have exclusive FOB key access and are required to obtain a criminal record and judicial matters check as part of our application process.

In their capacity as a volunteer and active community member of the organization, this individual is requested to proceed to apply for a police record check at their earliest convenience and send a proof of their application to the administration office via email at hidayet.abbad@rhoda-foundation.org.

I therefore request your cooperation in processing a Criminal Record and Judicial Matters Check, for the following individual who falls into the volunteer category outlined above.

Full Name:

.....

Thank you for your assistance,

Hamdi Ben Aissa
Rhoda Foundation
Executive Director

Rhoda Foundation
2871 St. Joseph BLVD
Orleans, ON, K1C 1G8

