**SAMPLE CHURCH BACKGROUND CHECK LETTER REQUIRED BY HEART OF TEXAS CONFERENCE CENTER**

Note: Church Groups are required by Heart of Texas Conference Center to provide either (A) a copy of each adult participant’s background check results/confirmation, or (B) provide a letter containing the following information and requirements:

[Church Letterhead]

Date:

To: Heart of Texas Baptist Camp & Conference Center

8025 FM 2125

Brownwood, Texas 76801

Fax: 325-784-6293

Email: info@heartoftexascamp.com

Our church has completed background checks for both criminal and sex offender within the last 12 months for the following people who are adult leaders at camp:

* [Name]
* [Name]
* [Name]
* [etc]

The people listed above have cleared the background checks and our church sends them to supervise our campers with full confidence. The background checks remain on file at our church office and will be made available to Heart of Texas Baptist Camp & Conference center within 24 hours if there should be a need or request.

Sincerely,

[Church official]