

Company Name
Company Address
Company Phone Number

Date

Facilities Management Department
Phillips Exeter Academy
20 Main Street
Exeter, NH 03833

To Whom It May Concern,

RE: BACKGROUND CHECKS

This letter is to certify that each of the **[Company Name]** employees noted below has had the required background check performed per the request of Phillips Exeter Academy's New Requirements exhibit (Exhibit D). Each employee has no reportable criminal convictions or other background concerns that would render him not suitable for working on Phillips Exeter Academy's campus.

[List employee names and date of background check]

[COMPANY NAME]

[Signature]

Name
Title