*Place on your letterhead*

March 8, 2021

To Whom It May Concern:

This letter is to verify that **,** DOB , is currently employed by

 Catholic School, in the Diocese of St. Petersburg. In this role, s/he has direct contact with administrators, teachers, and students in our schools.

Based on the guidelines of the federal government, s/he qualifies as a Prek-12 educator for eligibility of the COVID-19 vaccine.

Sincerely,

 *Principal Name*

*School Name*