

reference request letter

Confidential

[Enter Applicant Name and Address]

[Enter Date]

Dear [Enter Name],

[Enter Applicant Name] has applied to us for employment within our [Enter Department Name] department. The main duties of the post are to [list key duties of the role applied for]. We have decided to engage her/him, subject to satisfactory references. [Enter Applicant First Name] informs me that she is employed by your company and has given us permission to contact you about this. Your confirmation that the information overleaf is correct and your frank response to the questions would be appreciated.

I thank you in advance for your assistance and confirm that all information given will be treated in strictest confidence.

Yours sincerely,

[Enter Manager Name and Position]

