**Template: Letter requesting a reference**

 **[Insert Your Company Name**

**and Address**

**telephone number]**

**[Insert name and**

**address of recipient]**

**[Insert todays date]**

Dear **[Insert referees title and surname]**

**Reference request for [Insert Applicant’s Full Name]**

The person named above has applied for the post of **[insert job title].**

They have informed me that I can contact you for an employment or character\* reference.

I have attached a job description for the post they have applied for.

I would be grateful if you would comment on their suitability for the post by completing the enclosed or attached\* template.

Any information provided will be treated in the strictest confidence.

I would like to thank you in advance for taking the time to compete and return this reference and would very much appreciate a prompt reply.

Yours sincerely

**[Signature of letter writer]**

**[Insert letter writer’s name]**

**[Job title]**

\*delete as appropriate