Reference Request Form

[Date]

[Recipient's name]  
[Recipient's address]  
[Recipient's town]  
[Recipient's postcode]

Dear [ ]

[Name of applicant] has applied for appointment to the post described in the attached particulars and has given your name as a referee.

I would be grateful if you would comment on his/her suitability for the post.

Any information that you give will be treated in the strictest confidence.

Yours sincerely

[Manager’s name]