[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REFERENCE ON QUALIFICATIONS**

Dear [CONTACT NAME],

We recently received an application from [NAME] for the position of [SPECIFY] with our company. We understand that you have previously employed [HIM/HER].

We would appreciate any details that you could give us concerning [NAME]’s work habits, attitude and expertise as [POSITION]. We would also welcome your sharing with us the reason [HE/SHE] no longer works for your company.

We hope to be hearing from you in early [MONTH]. Please advise us if the details that you provide is confidential. Thank you for your time in answering this request.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]