[DATE]

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REFERENCE FOR [APPLICANT]**

Dear [REFERENCE],

The above-named individual has applied for a position with our company and has indicated that he/she attended [SPECIFY] where he/she obtained a [SPECIFY] degree. To be able to make an informed hiring decision, we need to explore the applicant's educational history and qualifications. The applicant has signed a release (enclosed) permitting you to provide the information below. Any information that you provide to us will be held in the strictest confidence.

Please verify the information supplied by [APPLICANT] and answer the following questions regarding [EDUCATIONAL INSTITUTION]:

Degree received by [APPLICANT]: [NAME DEGREE]

Dates [APPLICANT] attended [REFERENCE]: [PROVIDE DATES OF ATTENDANCE]

**Is the preceding information correct?**

Type and level of institution:

Is your institution accredited?

What types of degrees do you award?

How can we obtain a transcript?

Information furnished by:

Thank you for your cooperation and prompt response.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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