[DATE]

Reference name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: [APPLICANT NAME] PERSONAL REFERENCE**

Dear [REFERENCE NAME],

The above-named person has applied for employment with our company and has named you as a reference. In order for us to make an enlightened hiring decision, we need to be aware of the applicant's work/educational history and personal qualifications or fitness for employment. The applicant has signed a release, permitting you to provide the following information, and a copy is enclosed. Any information that you impart to us will be held in the strictest confidence. Please assist us by answering the following questions.

How long have you known [APPLICANT NAME]?

What is the nature of your relationship?

Why do you think [APPLICANT NAME] would

be a good choice as a [NAME OF POSITION]?

Do you know of any reasons that could

prevent [APPLICANT NAME] from performing the

functions of the position?

Information furnished by:

Signature:

Date:

Thank you very much for your time and prompt response.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]