

[REQUEST FOR EMPLOYMENT REFERENCE]

General rules:

- * Give applicant's name and the position he or she is applying for in the first sentence.
- * Thank the employer for his or her help.

**COMPANY
ADDRESS
CITY, STATE ZIP**

Date

Name

Company

Address

City, State Zip

Dear _____,

We have received an application for employment from [John Smith], seeking the position of [account executive] with our firm. We have been told the applicant was previously employed by your firm in a similar capacity.

We are requesting a reference from you for the individual, including confirmation of the dates of employment with you, job description, performance evaluation, and reasons for termination.

Please advise me whether to keep your reference confidential.

Thank you for your cooperation.

Sincerely,

Name

Title