

**Request Company For Reference On Potential
Employee Sample Letter**

[Date]

[NAME, COMPANY AND ADDRESS, ex.
Tom Atkinson
COMANY Inc.
14 Edith Street,
Hackney West,
ZIP POST CODE]

Dear [NAME, ex. Tom Atkinson],

We are considering [NAME, ex. James Johnson] for the position of
[POSITION, ex. Sales Manager] at [FIRM NAME, ex. PowerAccount Limited].
As [he/she] has identified you as a reference, I would be delighted if you could
provide us with your professional opinion as to [his/her] strengths and
weaknesses. {STATE OTHER REQUESTED INFORMATION, ex. We are
interested in his managerial skills, his abilities to work in teams, and any other
information you deem relevant.}

I thank you in advance and look forward to your reply.

Sincerely,

[YOUR NAME, ex. Tony Montana]