**Subject: Reference Request –Employee name, having NI Number** [Administration@uol.edu.uk<Administration@uol.edu.uk](mailto:Administration@uol.edu.uk%3cAdministration@uol.edu.uk)

date1

To: hr@defencesecuritysolutions.com<hr@defencesecuritysolutions.com>   
   
 Dear Sir,

email1Reply

Administration | Defence Security Solutions <hr@defencesecuritysolutions.com>

date2

To: [Administration@uol.edu.uk<Administration@uol.edu.uk](mailto:Administration@uol.edu.uk%3cAdministration@uol.edu.uk%20)  >

Cc:

Dear Sir/Madam,

**RE: fullName**

**NI Number: niNumber**

We are currently conducting a series of background checks on the above-named individual for their new employment and as such we must approach you to obtain a reference. We would be grateful if you could read the attached letter and then complete the questionnaire that follows.

FYR, the Consent letter of the employee has also been attached.

A swift response would be appreciated as the individual’s employment is dependent on the successful completion of these background checks.

Kind Regards

HR Administrator

  
———————————————————————  
**Head Office:**

+44 203 490 8070  
**Mob Contact:**

+44 755 588 5310  
**www:** [www.defencesecuritysolutions.com](http://www.defencesecuritysolutions.com/" \t "_blank)  
**E-mail:** [control@defencesecuritysolutions.com](mailto:zack@defencesecuritysolutions.com" \t "_blank)  
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Brentwood, England CM13 3FR United Kingdom  
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