**Dear Sir/Madam,**

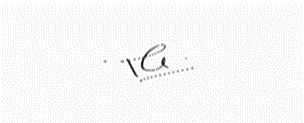
**Name:**  fullName

**D O B:**  doB

The above named person has applied to us for employment and, as specialists in the Security field; it is of the utmost importance that we undertake a careful check of all the applicants being considered for employment.

To enable us to consider the applicant in more detail, I would be grateful if you could kindly confirm the dates on the reverse of this letter, giving your opinion of the applicant during the time you have known (him/her), together with any comments you may feel are appropriate.

Your assistance in this matter would be much appreciated. The information which you supply will be treated in strict confidence and will not be revealed to the applicant.

Yours sincerely,

HR Department

**Defence Security Solutions Company Limited**

|  |  |  |
| --- | --- | --- |
| Name of Applicant | fullName | |
| Address | address | |
| Dates attended school /college / University | **From**  **datesFrom** | **To**  **datesTo** |
|  |  |
| If Incorrect Dates | **From** | **To** |
|  |  |
| Attended as | attendedAs | |
| Comments or observations | cmntsorObserv | |
| Information supplied in the strictest confidence by |  | |

**Signed: signedAs Date endingDate Position:**  positioN