**Subject: Reference Request –Employee name, having NI Number** [jobEmail<](mailto:hr@LSSltd.co.uk%3cLSSltd.co.uk)jobEmail>

dateOne

To: hr@defencesecuritysolutions.com<hr@defencesecuritysolutions.com>

job1ScreenReply

Administration | Defence Security Solutions <[admin@defencesecuritysolutions.com](mailto:admin@defencesecuritysolutions.com)>

telScreen

To: [jobEmail<](mailto:hr@LSSltd.co.uk%3cLSSltd.co.uk)Mail>

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

A red and black logo

Description automatically generatedHR Administrator

Head Office: +44 (0) 203 4908070.

www: [www.defencesecuritysolutions.com](http://www.defencesecuritysolutions.com)

Email: [admin@defencesecuritysolutions.com](mailto:admin@defencesecuritysolutions.com)

Office # 241, Jubilee House, 3 The Drive,

Great Warley, Brentwood. CM13 3FR

Registered in England & Wales No: 9553309

Defence Security Solutions is best in the provision of security guards, door supervisors, and close protection officers.

This email and any attachments are intended only for the use of the individual or entity to which it is directed and may contain information which is confidential. Access, copying or re-use of information in or attached to this email by anyone else other than the intended recipient is strictly prohibited. If you have received this communication and you are not the intended recipient or the employee or agent responsible for delivering this email to the intended recipient, please inform Defence Security Solutions Company LTD on telephone number 02034908070 and then delete this email and any attachments from your system. Defence Security Solutions Company LTD makes no representation or warranty as the absence of viruses in this email or any attachments and we may monitor emails sent to and from our server. “Defence Security Solutions Company LTD is a company registered in England and Wales under number **955330”**.



