[Your Name]

[Street Address]

[City, ST ZIP CODE]

[Date]

[Recipient Name]

[Title]

[Company Name]

[City, ST ZIP CODE]

[Date]

Dear [Recipient Name]:

We received your reference for [Applicant Name], who has applied for a position as a [Job Title] with our company. Your reference will be given all possible consideration as we review [Applicant Name]’s application. All information that you provided will be kept confidential. If you have any questions, please contact me at [Phone Number].

Sincerely,

[Your Name]

[Title]