**Reference Check Letter**  
  
  
  
November 15, 2013  
  
< Name of the company/referred person>  
<Designation>  
<Address>  
  
  
Dear Mr./Ms.\_\_\_\_\_\_\_\_,   
  
We are in discussion with Mr. (name) at present. We have been evaluating his suitability for placement in our organization as (designation).

During the course of our meeting, he suggested you as his employment reference as he has worked in your organization from (date) to (date).

We have enclosed a form to get the information we want from you. We request you to fill the same and return it in the self-addressed envelope.

We assure that the information provided by you will be kept strictly confidential. However, if you prefer to share your information over phone instead of filling the form, you may contact Mr. (name) over the phone (phone number).

Thanking you,   
  
Best Regards,  
  
<Name of the Manager>  
<Designation>  
<Company>