[DATE]

[NAME OF RECIPIENT]

[ADDRESS]

[ZIP CODE]

Dear [MR./MS.] [NAME OF RECIPIENT],

One of our applicants for the [POSITION], [NAME OF APPLICANT], mentioned in her resume that she previously worked for you.

In line with this, we hope to get a written evaluation from you on [NAME OF APPLICANT], including the specific dates she was employed with your company. We assure you that all the information you provide us with will be kept confidential.

Thank you for your help in this matter.

Sincerely,

[SIGNATURE]

[NAME]

[POSITION]

[COMPANY NAME]

[PHONE NUMBER]