

Report, and

Office  
Address  
City, State/Province  
Zip/Postal Code

**SELECT REFERENCE FOR/APPLICANT**

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**Dear [REFERENCE]:**

The above named individual has applied for employment with [BUSINESS ENTITY/INDIVIDUAL] under appointment [P.O. #] with reference to [P.O. #] under a [P.O. #] license issued to [BUSINESS ENTITY/INDIVIDUAL] under a [P.O. #] license. We need to ensure the appointment is in compliance with the applicable law and regulations. We request that you provide the information requested and confirm that you are providing the information requested.

Please verify the information supplied by [APPLICANT] and provide the following information regarding [BUSINESS ENTITY/INDIVIDUAL]:

- Degree received by [APPLICANT]: [REFERENCE]  
Date [APPLICANT] attended [REFERENCE]: [PROVIDE DATE OF ATTENDANCE]
- Is the preceding information correct? \_\_\_\_\_  
Type and level of institution: \_\_\_\_\_  
Is your institution accredited? \_\_\_\_\_  
What type of degree/certificate? \_\_\_\_\_  
How was the information obtained? \_\_\_\_\_  
Information furnished by: \_\_\_\_\_

Thank you for your assistance and prompt response.

Sincerely,

[Signature]  
[Printed Name]  
[Business Title]  
[Organization Name and Address]

[Business Entity/Individual Name]  
[Business Entity/Individual Address]  
[Business Entity/Individual City, State/Province, Zip/Postal Code]  
[\[Business Entity/Individual Website\]](#)