

Report, and

Office
Address
City, State/Province
Zip/Postal Code

SELECT REFERENCE FOR/APPLICANT

Dear [REFERENCE]:

The above named individual has applied for employment with [BUSINESS ENTITY/INDIVIDUAL] under appointment [APPLICANT] whose name appears a [APPLICANT] license number a [BUSINESS ENTITY/INDIVIDUAL] license. We need to ensure the appointment is properly maintained. The applicant has signed a consent (attached) permitting you to provide the information listed and we are providing you with 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 many students/enrolled? _____
- Information furnished by: _____

Thank you for your cooperation and prompt response.

Sincerely,

[Signature]
[Printed Name]
[Business Title]
[Organization/Institution Name]

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