

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 [APPLICANT] whose name appears a [APPLICANT] license number a [BUSINESS ENTITY/INDIVIDUAL] license. We need to ensure the appointment is in compliance with applicable laws. The applicant has signed a consent (attached) permitting you to provide the information requested 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 was the information obtained? \_\_\_\_\_  
Information furnished by: \_\_\_\_\_

Thank you for your cooperation and prompt response.

Sincerely,

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

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