Request for Reference from Prior Employer

HMS, Inc.

1111 East Street - Hometown, USA (111) 555-1111

[AddresseeXX XXXXXXXXXX Theirtown, USA] Dear [employer name]: We have received an application from one of your [current/former] employees,, seeking the position of with our firm. It would be very helpful if you would provide the following information concerning: Dates of employment with your company: Job description and rate of compensation: Performance evaluation: Reason for termination: Any other pertinent information: A form authorizing your release of this information by is enclosed. Please indicate whether your reference information should be kept confidential. Thank you for your help. Your cooperation is appreciated. Sincerely,	[Date]
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Sincerely,	Thank you for your help. Your cooperation is appreciated.
	Sincerely,
H.M.Smith	