

[Your Street Address]
[City, ST ZIP Code]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

[Applicant name] has applied for a position with our company and listed previous employment with your company. To ensure that we can give all possible consideration to [Applicant name]'s application, I am requesting the information below. Any information that you provide will be kept confidential. If you have any questions, please contact me at [phone number]. Thank you for your time in considering our request.

Sincerely,

[Your Name]

Position with your company: _____

Employed from _____ to _____

Starting salary: \$ _____ Ending salary: \$ _____

Reason for leaving: _____

Would you rehire? Yes No

If no, explain: _____