**Reference Request**

**Private and Confidential**

Dear

Reference request for NAME

NAME has applied to work as a volunteer within the XXXXX at XXXXXX and has given your name as a referee.

We would be grateful for your comments on their suitability for this role and for any other information that would help to make their time with us successful. In particular:

* How long have you known NAME and in what capacity? (If you are a previous employer please give dates during which they were employed by you, and their job title).

* What do you think they would be able to contribute to this role?

* Do you have any concerns about them taking up this role?

* How would you advise us to support them in order to maximise their effectiveness?

Many thanks for your help in providing this reference, which will be held in confidence.

Yours sincerely