<ADDRESS>

<DATE>

Dear <NAME>

RE: <Candidate full name and DOB>

<Name> has recently applied for the position of <job title> at <name of church>.

We therefore write to ask if you would kindly supply a reference on behalf of <name> and I enclose a job description and person specification for your information, together with an envelope for your prompt response.

*For previous employers:* I would be grateful if you could include information on their dates of employment, position held, reason for leaving and any comments you have on their suitability for our position.

Yours sincerely

<NAME>

<POSITION>