

Paul Peters
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Date]

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

Dear [recipient name]:

[Insert applicant name] has applied for employment with [insert company name], and he/she listed your company as part of their employment history. We respectfully request your assistance verifying some of the details that were provided on [insert applicant name]'s resume.

1. What dates did [insert applicant name] work for your company?
2. What is/was their job title?
3. What is/was their annual salary?
4. Would you rehire [insert applicant name]?
5. Did [insert applicant name] adhere to all company policies, including those regarding tardiness and sick days?
6. Is there any other information you can provide about [insert applicant name] and his/her job performance?
7. If he/she is currently employed by your company, has he/she turned in a resignation letter?

Thank you in advance for a prompt response! Please feel free to contact me if you have any questions.

Paul Peters
[Title]

cc: [Manager's Name]