

«Today\_Date»

«Referee\_Salutation»  
«Referee\_Address\_1»  
«Referee\_Address\_2»  
«Referee\_Address\_3»  
«Referee\_Address\_4»  
«Referee\_Postcode»

**Please deleted all red writing and fill in details as stated.**

Dear «Referee\_First\_Name» «Referee\_Surname»

**Re: «Tenant\_Title» «Tenant\_First\_Name» «Tenant\_Name»**

The above named person has applied to us to take the tenancy of a residential property at a monthly rental of £«Rent\_Amount» and has given us your name for the purpose of employer reference.

We would be grateful if you would kindly answer the following questions and return this letter to us in the reply paid envelope enclosed.

1. How much is/ was the monthly salary? £ .....NET/GROSS
2. What is/was the employee's position / job title: .....
3. Is the employee reliable and trustworthy (and capable of meeting the rent)? YES/NO
4. How long has the employee worked for this employer? .....YRS .....MNTHS
5. Is the position permanent or temporary? PERMANENT / TEMPORARY
6. Any other comments .....

PLEASE SIGN YOUR NAME HERE .....

Thank you for your co-operation.

Yours sincerely

Rachel Currey  
Administration Manager