**TEMPLATE REFERENCE REQUEST LETTER**

[Departmental/Faculty letterhead]

CONFIDENTIAL

Dear [Referee name],

**[Post Name: Candidate Name]**

The above named candidate, who has applied for this post within the [department/faculty and college], has named you as a referee.

I enclose the further particulars of the post. Your attention is drawn in particular to the selection criteria in paragraph [XX[, which I reproduce here for your convenience:

….

….

I would be grateful if you could let me have a confidential statement on the extent to which the candidate meets each of the criteria.

We are planning to interview candidates for this post / meet to shortlist candidates on [date]. It would therefore be helpful to have your response by [date] if possible, preferably as a PDF file of a signed letter on headed paper. Please send your reference as an attachment to [e-mail address].

All references received will be treated in accordance with the principles of the General Data Protection Regulation and related UK data protection legislation. In particular, references given will be regarded as disclosable to the subject on request unless marked ‘strictly confidential’. It should be noted, however, that marking a reference ‘strictly confidential’ does not eliminate the possibility that it may be disclosed.

Thank you in advance for your help.

Yours sincerely,