

Reference Request for Licensing Purposes

Date: [Insert Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

To Whom It May Concern,

We are writing to request a reference for [Applicant's Name], who has applied for licensure through our agency. As part of our licensing process, we seek to gather information regarding the applicant's background, qualifications, and any pertinent experience they may have in the social service field.

If you have worked with [Applicant's Name] in a professional capacity, we would greatly appreciate it if you could provide your insights regarding their skills and character. In particular, we would like to know:

- Your professional relationship with the applicant
- Length of time you have known the applicant
- Applicant's overall work performance and ethics
- Any specific contributions or achievements

We understand that you may have confidentiality considerations; please feel free to share only what you feel comfortable with. Your input is invaluable in assisting us with this important process.

We would appreciate receiving your response by [Insert Deadline Date]. If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Phone Number]

[Agency Email Address]