Diocesan Safeguarding Board

Cathedral House

28 Ingrave Road

Brentwood

Essex CM15 8AT

Tel 01277 265225/265222

E-mail [safeguarding@dioceseofbrentwood.org](mailto:safeguarding@dioceseofbrentwood.org)



Date:

Dear [ Name of referee]

**RE: Reference request for [ Name of Applicant]**

[ Name of Applicant]has nominated you to provide a reference for them.

I am enclosing a role description for the post and look forward to receiving your views on [ Name of Applicant]’ssuitability for this position.

Please complete the attached form as honestly and accurately as you can to the best of your knowledge. On receipt of the enclosed form from you, I will contact you by telephone to discuss the reference.

Yours sincerely

**Parish Representative’s Name**

Parish Name

Address

Phone

Email