

*Form Letter Requesting Letter of Recommendation from Reference Given by Candidate for*

*Youth/Children Work Position*

Reference Name

Address

City, State

Dear Reference,

(Candidate's Name) has given us your name as a reference for a letter of recommendation for him/her in applying for a position in (Youth/Children Work) at Christ Our Shepherd Lutheran Church. I have enclosed a copy of the Applicant's Statement releasing you and your organization from any liability for damages and waiving his/her rights to inspect any written communication regarding him or her. Would you please send us your recommendation by (date 3 weeks away). I have enclosed a stamped return envelope for your convenience.

If you feel that you cannot make a written recommendation, please sign and date the form at the bottom of this letter and return it in the enclosed envelope. If you would rather discuss the candidate by phone, I would be happy to do so at your convenience.

I look forward to hearing from you soon and I appreciate your cooperation and help as we try to find the best candidate for this important position.

Yours truly,

Neva A. Warren  
Church Administrator

or

Name

Chair of Personnel Committee

\*\*\*\*\*

I am unwilling at this time to make any statement regarding the character or fitness of (name of candidate) to work with children and youth.

Name (please print clearly) \_\_\_\_\_

Signature \_\_\_\_\_

Position held \_\_\_\_\_

Date \_\_\_\_\_