Company Name or Letterhead  
Address  
City, State, Zip

Date

Addressee  
Address  
City, State, Zip

Dear Ms. Goretti:

We are considering John Delgardo for a supervisory position with our company. While we have confirmed the standard information concerning his work history at your company with the Personnel Department, we would appreciate it if you could address the following areas concerning his job performance:

• What was the nature of Mr. Delgardo’s position?

• Could Mr. Delgardo’s past job be described as high pressure?

• Did Mr. Delgardo’s job require him to work on several projects simultaneously?

• Do you think Mr. Delgardo could delegate assignments effectively?

• What did you consider to be Mr. Delgardo’s strengths?

• In what areas would you consider Mr. Delgardo in need of further instruction?

• Would you re-employee Mr. Delgardo?

I appreciate you taking the time on behalf of our interviewing committee.

Yours truly,