

The following is an email template to assist the search committee with requesting reference letters from a candidate's referees. Modify as needed. Replace the fields in orange font with the information relevant to your job requisition.

Dear [REFEREE FIRST NAME],

Recently [APPLICANT NAME] [LAST NAME] applied for a position of [JOB TITLE], job number [JOB NUMBER], with the University of Florida and has listed you as a referee. In order to progress their application further we need your assistance in the form of a letter on their behalf.

Review of all reference letters will begin on [DATE]. If you could please provide yours by this date, it would ensure that it is reviewed in a timely manner and is taken in consideration by the hiring authority. The letter can be sent in the form of an email, fax, or mail. At the end of this email you can find our contact information.

If you have any questions about the reference letter or would need additional time to complete it, please contact us at [EMAIL] or [PHONE NUMBER]. [DEPARTMENT] hours of operation are from 7:30am to 5:00pm eastern time, Monday through Friday.

Contact Information:

[ATTENTION TO]

[EMAIL]

[PHONE]

[FAX]

[PHYSICAL ADDRESS]

Kind Regards,

[NAME]

[DEPARTMENT]