**Sample Reference Request Wording for Emailing**

**Sample 1**

Dear

Reference request

xxxxx has applied to xxxxx Cathedral to become a xxxxxxVolunteer and has given your name as a referee.

I am attaching a copy of the Role Description and would be extremely grateful if you could complete the Volunteer Reference Form as soon as possible.

Your comments as to the applicant’s suitability for the role will help us to make a more informed decision as to whether it is an appropriate role.  Please let us know in particular if there are any reasons you feel the applicant should not be involved in this type of volunteering activity.

If you have any questions or queries please do not hesitate to contact me.

Kind regards,

**Sample 2**

Dear

Reference request

**xxxxxx** has applied to the Cathedral to become a **xxxxxxx Volunteer** and has given your name as a referee.

I am attaching a copy of the Role Description and would be extremely grateful if you could complete the enclosed Volunteer Reference Form.

Please note that your information will only be shared with the appropriate member of staff or Senior Volunteer with responsibility for the role where applicable and will be kept in accordance with GDPR.

Your comments as to the applicant’s suitability for the role will help us to make a more informed decision as to whether it is an appropriate role.  Please let us know in particular if there are any reasons you feel the applicant should not be involved in this type of volunteering activity.

I would be grateful if you could return the reference form as soon as possible.

If you have any questions or queries please do not hesitate to contact me.

With many thanks