

## LETTER OF REFERENCE

From: \_\_\_\_\_

\_\_\_\_\_ *Past Client*

\_\_\_\_\_ *Past Employer*

\_\_\_\_\_ *Codes Official*

Reference Relating to: \_\_\_\_\_  
(Please print name of individual and/or company applying for a license)

Address: \_\_\_\_\_

The above named individual and/or company is applying for a contractor's license in the State of Tennessee. Please give any information you can relating to their construction experience. You can greatly assist both applicant and Board by furnishing this information in detail. *(PLEASE PRINT OR TYPE)*

1. How long have you known the owner(s)/principals?
2. What has been your general experience with the above?
  
2. What is your business opinion of the above?
  
4. Do you recommend a state license be granted to the above? Explain.
  
5. Please mention other comments you would like to include regarding the applicant.

This form is being completed by: \_\_\_\_\_  
(Print Name) (Name of Company or list "Homeowner")

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

NOTE: All reference letters must be from a past client, employer or codes official who can comment on your construction experience. Out of state letters are acceptable. However, form written letters or letters from a family member will not be accepted.