

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Response to Inquiry of Former Employee – Without Reference

Dear :

We are unable to give answers to any questions concerning any former employees. Our records show that {name of employee} was employed at {name of company} from {date} to {date}.

We are sorry that we could not be of more assistance.

Sincerely,

N A M E