



March 1, 2018

Janet XXX, RN
Health and Wellness Coordinator
St. Theresa Church
555 E. Main Rd.
Phoenix, AZ, 85018

Dear Ms. :

Your name has been given as a reference by Mary XXX who has applied for an LPN position at our health-care facility.

Would you please take a few moments to fill out the enclosed form and return **it** to me at your earliest convenience?

If you have any questions, please feel free to call me at 555 XXX-XXX. Thank you.
Sincerely,

XXX
HR/Administration Coordinator