[List their contact information and the date]

Sir/Madam:

**[Insert applicant name]** has applied for employment with **[insert company name**], and [he/she] listed your company as part of their employment history. We respectfully request your assistance verifying some of the details that were provided on [insert applicant name]’s resume.

1. What dates did [insert applicant name] work for your company?
2. What **[is/was]** their job title?
3. What **[is/was]** their annual salary?
4. Would you rehire [insert applicant name]?
5. Did [insert applicant name] adhere to company policies?
6. Is there any other information you can provide about [insert applicant name]'s job performance?
7. If **[he/she]** is currently employed by your company, has **[he/she**] turned in a resignation letter?

Thank you in advance for a prompt response! Please feel free to contact me if you have any questions.

[List your name, title, and contact information]