

**SG04b**

**Sample reference request cover letters**

When sending out the SG04 reference request form, it is good practice to include a cover letter.

If you are emailing the SG04 reference request form, the cover letter can serve as the email to which the blank form is attached.

You may wish to use the sample cover letters below as the basis for your cover letter. You may also wish to include a copy of the SG01 Job/Role Description so that the referee has an idea of the job being applied for.

**Sample 1: Children’s worker**

Dear ,

Sally Thomas has applied to become a children’s worker at St Michael’s Church, Anytown. She has given your name as a referee.

St Michael’s Sunday School meets for one and a half hours each Sunday morning. It is attended by children and young people aged 8 to 16 years and there are currently two other children’s workers. The children are encouraged to get involved in a number of activities including bible study, discussion groups, arts and crafts and plenty of games and physical activities.

We would like to know if you believe that Sally has the skills and personal qualities which would make her suitable for this work. To help us determine this we would appreciate it if you could complete the enclosed form and return it to me at the above address.

Thank you for your help in this matter.

Yours sincerely

**Sample 2: Worker with protected adults**

Dear ,

Sally Thomas has applied to become a worker at St Michael’s Church Substances Abuse Drop-In Centre, Anytown. She has given your name as a referee.

The Drop-In Centre meets for an hour each weekday morning. It is attended by people aged 16 years and over who have difficulties in their lives caused by substance abuse.

The client group are encouraged to engage in therapy encounter groups, discussion groups including bible study, arts and crafts and physical activities.

We would like to know if you believe that Sally has the skills and personal qualities which would make her suitable for this work. To help us determine this we would be grateful if you could complete the attached form and return it to me by email.

Thank you for your help in this matter.

Kind regards