

***ALL REFERENCE LETTERS MUST INCLUDE:***

- 1) NAME AND ADDRESS OF DRIVER/ESCORT
- 2) NAME AND ADDRESS OF REFERENCE
- 3) DATE
- 4) STATEMENTS ON HOW INDIVIDUALS BECAME ACQUAINTED
- 5) STATEMENT THAT INDIVIDUALS ARE NOT RELATED BY BLOOD OR MARRIAGE

**REFERENCE LETTER**

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

To Whom It May Concern:

I, \_\_\_\_\_, have known \_\_\_\_\_  
(Name) (Applicant)  
who resides at \_\_\_\_\_  
(Address)  
for the last \_\_\_\_\_ years, and during this time have found him/her to be of good  
moral character and a thoroughly reliable person. We became acquainted through  
\_\_\_\_\_  
, and we are not related either by blood or marriage.

Sincerely,

Additional Comments:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)