

PARISH LETTERHEAD

Date

Dear

Name:

Parish of:

Role in Parish:

The above named person has offered to be a volunteer in the above mentioned parish (please see attached role description) and has given your name as a referee. I would be grateful if you would please provide the requested information on the attached form and return it to me as soon as possible in the enclosed stamped, self addressed envelope.

Thank you for your help in this matter.

Yours sincerely