**Form of Letter Requesting Review of Candidate**

Revised 7/10/14

(Date)

(Name)

(Address)

(Address 2)

Dear (\_\_\_\_\_\_\_\_\_\_\_\_\_\_):

You have been suggested as a reference for (Candidate Name) who is a candidate for (Initial Appointment)-(Reappointment with Tenure)-(Promotion) as a College Laboratory Technician at Queens College, CUNY, in the (Department Name) Department. We have enclosed a description of the job titles and the particular work involved, and would greatly appreciate your analysis of (Candidate Name) for this action. Please submit your analysis on letterhead prior to (Deadline Date).

We thank you very much for your assistance in this matter.

Sincerely,

(Department Chair Name)

Chair (Department Name)