**EXAMPLE TELEPHONE REFERENCE CONFIRMATION LETTER**

**[Insert Name of Home]**

**[Insert Address of Home]**

**[Insert Address of Referee]**

Date:

Ref:

Dear

Thank you for the valuable time that you have taken in order to help our organisation complete a telephone reference for the above-named person.

I would be very grateful if you could read over the information enclosed, which is a record of the conversation and make any alterations where you feel necessary. Following this if you could sign to confirm this is accurate in the table below and send back to me either by email on ( ) or by using the pre-paid envelope (if applicable – sent by post).

Yours sincerely,

For and on behalf of **[Insert Name of Home]**