Dear X,

(name) has applied to (organisation) to become a (role) volunteer and has given your name as a referee. I attach a copy of the task description for this role

As part of our procedures to ensure a good and safe service, we do not normally invite individuals to begin volunteering with us until we have received two references.

We would appreciate your comments on the questions below. Your input will help us make a more informed decision about whether (name) is suitable for this role.

1. How long and in what capacity have you known (name)?
2. Please give us an idea of (name)’s abilities by commenting on the following, either positively or negatively:

* reliability;
* attention to detail;
* ability to communicate with colleagues and others;
* ability to work independently or as part of a team;
* overall attitude.

1. Please comment on any other particular strengths or weaknesses.
2. Is there any reason we should not take on (name) as a volunteer?

If you would rather discuss any points on the phone then feel free to call me.

Thank you for your help and I look forward to hearing from you shortly.