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**Strictly Private and Confidential**

**Name**

**Address**

[**DATE**]

Dear Sir/Madam (it's recommended that a name is used as the addressee)

**Re [Name] : ………………… NI Number: ………………… Date of Birth: ……………..**

The above named has applied to [**SPONSORING COMPANY NAME**] for the position of [**POSITION**] and has given us permission to contact you for a reference. He/she has advised us that he/she was employed with your company from [**DATE**] to [**DATE**]

I would therefore be grateful if you would complete the attached questionnaire and return it to me as soon as possible. This information will be required to secure an identity pass and information will be shared with London City Airport and possibly with the control authorities.

Would you please authenticate your reply by using your company stamp in the space provided, or by attaching a compliment slip/headed paper. If this request has been sent by email it is acknowledged that no company stamp/compliment slip/letter headed paper will be available. To ensure compliance with London City Airport policy, the email history chain must be kept intact.

**Please return this page along with the reference.**

**You are respectfully advised that it is an offence, under the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990, to knowingly give false information, either for the purpose of, or in connection with, an application for an Airport Security ID Pass.**

You may be contacted by the London City Airport ID Centre vetting team to verify this reference.

We may not be able to offer employment unless this reference is returned and verified; therefore, an early reply would be appreciated.

May I thank you in anticipation of your co-operation in this matter and assure you that your reply will be treated in the strictest confidence.

Yours faithfully (sincerely if name is used as addressee)

**Name**

**Position in Company**