

Robert Smith
123 Main Street
Anytown, SC 80000

March 13, 2005

Stan Stevens
Very Big Company
1 Executive Blvd.
Atlanta, GA 31234

Dear Stan Stevens:

This letter provides written permission for you to release information regarding my employment with Very Big Company. Information including employment dates, salary/wage information, and positions held may be released.

Please send the information to:

White Company
Attention: Jane Smith
Human Resources Manager
876 Country Lane
Atlanta, GA 31234

Please contact me at the address given above if you have any questions or need additional information.

Thank you for your cooperation and promptness in this matter.

Sincerely,

Robert Smith

Final Checklist for Release of Employment Information
For: Robert Smith
March 13, 2005

Make It Legal

_____ Sign the letter.

Copies

_____ Keep a copy of the letter for your records.

Reasons to Update

- * To send a follow-up letter.
- * To request information from a different employer.