DATE

Dear NAME OF REFEREE,

**NAME OF CANDIDATE**

will soon be attending a Provincial Advisory Panel with a view to training for ordained ministry in the Scottish Episcopal Church. Your name has been given as a PERSONAL / INCUMBENT/ EDUCATIONAL/ OCCUPATIONAL Referee and the Advisers would welcome your help in the discernment process by writing a reference for XXXX using the attached pro forma. It is very helpful if you can support your comments with any relevant specific examples.

It is fine to complete, sign and send the reference electronically, and I’d be very grateful if you could do so by INSERT DATE REQUIRED

Thank you for agreeing to act as a referee. We are very grateful for your help in this matter and look forward to hearing from you.

Yours sincerely

SIGNED NAME

NAME

PDO or ADO