Dear (your referees name – your line manager from work for example),

I am looking to enrol on a university course. The course runs two days a week but in order for them to accept me on the course via the “work experience” route they need a letter from my employer regarding the below.

The entry criteria for the course states that "Work experience should be relevant; it should involve relationships with colleagues and customers/clients where the student can demonstrate they have acquired some business-related skills such as communicating with customers or colleagues to meet business objectives, book-keeping, managing resources, planning and meeting work-related deadlines."

With this in mind, could you please reply [using your work email] by completing the following table:

|  |  |  |
| --- | --- | --- |
| **Write your name here**  **Job title: Write your job title here**  **Employed from: \_\_\_\_\_\_\_\_to\_\_ \_\_\_\_\_** | **Yes / No** | **Any Further comments?** |
| communicates with customers to meet business needs |  |  |
| communicates with colleagues to meet business needs |  |  |
| Any of the following:   * Manages resources * Plans and meets work-related deadlines * Book-keeping |  |  |

Many thanks for your time and hope you have a great day,

Best regards,

**Write your name here**