*­*

Date [*Month, Day, Year*],

IATSE 873 Costume Committee:

I am writing this letter to confirm that [*applicant’s name*] was employed and performed the duties of [*position and/or job title*] at [*company/production name*] between [*start and end dates*].

Regards,

[*Reference’s* *signature*]

[*Reference’s* *printed name]*

[*Reference’s position: e.g., HOD, Supervisor, Director, PM.]*

[*Reference’s current phone number and email address]*