



## SOUTHEAST VOLUNTEER FIRE DEPT., INC.

9830 Hughes Road, Post Office Box 34070, Houston, Texas 77234-4070  
Phone 281-485-7576 www.southeastvfd.com Fax 281-485-5057

### LETTER OF REFERENCE

Date: \_\_\_\_\_

To Whom It May Concern:

We have received an application from \_\_\_\_\_ to join the Southeast Volunteer Fire Dept.

Would you please take a moment to respond to us on his/her behalf?

Your name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ What is your relationship to him/her? \_\_\_\_\_

May we contact you regarding the applicant? \_\_\_\_\_ If yes, please provide your phone no.: \_\_\_\_\_

Briefly describe his/her character: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe his/her qualifications for fire, medical, or rescue service if you know: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you very much for your valued response.

Sincerely,

Southeast VFD