

[Print on front of envelope] or insert Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

I refer to our discussions concerning the Company when applying for the position of <<Job Title>> and the information claimed you have and you disclosed to the Company in your <<CV>> description>>.

Please provide to the Company <<Job Title>> within a reasonable period for obtaining relevant documentation>> the appropriate documents or an acceptable explanation of such failure will cause the Company to consider the failure to provide the appropriate documents or an acceptable explanation of such failure will cause the Company to consider the enforcement of the Company's Dispute Resolution Policy.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>