Date

Name

Street Address

City, State Zip

Dear Name:

Thank you for speaking with me on Date regarding your application for the position of Position Name at Eastern Connecticut State University. We are very pleased that you have expressed interest in this position.

As I indicated during our telephone conversation, the search committee has narrowed the field of applicants to a limited number of candidates. We request your authorization and release to contact in addition to your references any other individual we deem appropriate. If you agree to provide such authorization and release, please sign this letter below in the space provided and return it to me as soon as possible. The search committee will not consider your candidacy further absent this authorization and release.

Thank you again for speaking with me and for your interest in becoming a member of the Eastern community.

Sincerely,

Your Name

Chair, Search Name Search Committee

cc. Search File

I have read the above letter and am aware of the request for authorization and release for Eastern Connecticut State University to contact in addition to my references provided as part of my application for the position of Position Name others they deem appropriate to discuss my candidacy. I hereby authorize and release the search committee or designated university official to make such contact.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date