

The Episcopal Diocese of California

1055 Taylor Street
San Francisco, California 94108
Telephone: (415) 673-5015

Date _____

Dear _____,

Thank you for agreeing to provide us with information about _____
_____, an applicant for Holy Orders in the Episcopal Church.

Your letter will be maintained in confidence, seen only by those directly involved in the applicant's evaluation process. You may also wish to require the applicant to waive his or her right to see this recommendation.

Please tell us what you know regarding strengths and weaknesses of the applicant. Relate, if appropriate, any personal experiences you feel would be helpful in our evaluation of this individual. Your confidential input is important and we appreciate your taking the time to provide this information. Each applicant is responsible for having at least four of these reference letters in his or her file.

Please address your letter to me, in care of the Vocations Coordinator, at the above address. It would be most helpful if I could receive it by _____, or at your earliest convenience.

Yours faithfully in Christ,

Marc Handley Andrus
Bishop of California