

**Example of a reference request email to be sent to potential referees by the nominating Department.**

**Please add details and delete dates as appropriate for the Faculty in question.**

Professor Peter Lindstedt  
Department of Mechanical Engineering  
Imperial College London  
Email: [p.lindstedt@imperial.ac.uk](mailto:p.lindstedt@imperial.ac.uk)

Dear Peter,

XXXX, currently a XXXX in the Department of XXXXX at Imperial College London, is being considered for promotion to XXXX. I am writing to explore if you would be willing, in principle, to comment on this case. If you agree, a full information pack will be forwarded to you by 19 January 2024 (FoE) / 2 February 2024 (FoNS) / 23 February 2024 (FoM) and we would expect a response by 1 March 2024 (FoE) / 29 March 2024 (FoNS) / 26 April 2024 (FoM).

Yours sincerely,

XXXX  
Head of the Department

**NB: The information pack and formal invitation letters will be sent out by HR as in the past with sample letters listed in Appendix 11.**