

Reference Request Response

Date: [Date]

To: [Requester's Name]

From: [Your Name]

Subject: Reference for [Candidate's Name]

Dear [Requester's Name],

Thank you for reaching out to me regarding [Candidate's Name]. I am happy to provide a reference based on my experience working with them.

[Candidate's Name] worked with me at [Company/Organization Name] from [Start Date] to [End Date] in the capacity of [Position]. During this time, I found them to be [describe skills, qualities, and contributions].

In particular, I was impressed by [specific example or achievement]. This demonstrated their ability to [explain relevance to the requested reference].

Should you need any further information or additional insights, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]