

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in conducting a reference check for [Candidate's Name], who is being considered for a position on our Board of Directors at [Your Organization Name].

As part of our due diligence process, we believe it is essential to gather insights from individuals who have firsthand experience working with [Candidate's Name]. We would greatly appreciate your feedback on [his/her/their] qualifications, leadership capabilities, and overall suitability for this role.

Please feel free to share any specific examples of [his/her/their] contributions, strengths, or areas for improvement. Your perspective is invaluable to us in making an informed decision.

If you are available for a short conversation, please let us know a convenient time for you, or feel free to reply via email with your thoughts by [insert deadline].

Thank you very much for your time and assistance. We appreciate your support as we evaluate [Candidate's Name] for this important role.

Warm regards,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]