

[Your Name]

[Your Job Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference check for [Candidate's Name], who has applied for the [Job Title] position at [Your Company]. [Candidate's Name] has indicated that they previously worked with you at [Previous Company] from [Start Date] to [End Date].

Your insights regarding [Candidate's Name]'s skills, work ethic, and overall performance during their tenure at [Previous Company] would be greatly appreciated. Specifically, we would like to know about their ability to [mention specific skills or qualities].

Thank you for your assistance in this matter. Please feel free to contact me at your earliest convenience.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]