

Dear [Reference's Name],

I hope this message finds you well. I am writing to request your assistance in providing a personal reference for [Candidate's Name], who has applied for the position of [Job Title] at [Company Name]. As part of our hiring process, we conduct reference checks to ensure the best fit for our organization.

If you could share your perspectives on [Candidate's Name]'s work ethic, skills, and any relevant experiences you had while working together, it would be greatly appreciated. Your insights will be invaluable in helping us make an informed decision.

Please let me know if you would prefer a phone call or if you would like to respond via email. I am happy to work around your schedule.

Thank you very much for your time and assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]