

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request your assistance as a 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 gather insights about candidates' skills and experiences.

Could you please take a few moments to provide your feedback on [Candidate's Name]'s performance, work ethic, and other relevant attributes? Your perspective would be invaluable in helping us make an informed decision.

Please feel free to respond by email or call me directly at [Your Phone Number]. I appreciate your time and assistance in this matter.

Thank you very much for your help!

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Your Email Address]  
[Your Phone Number]