

Reference Check Request

Dear [Reference's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for [Applicant's Name], who has applied for an internship position at [Company/Organization Name].

As part of our hiring process, we would greatly appreciate your feedback regarding [Applicant's Name]'s skills, work ethic, and any relevant experiences you may have had with them.

Please feel free to share any specific examples that highlight their abilities and suitability for the internship role.

Thank you for taking the time to assist us in this matter. Your feedback is invaluable in helping us make an informed decision.

Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]
[Your Contact Information]