

Follow-Up on Candidate Referral

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the candidate referral I submitted on [Submission Date] for the position of [Job Title] at [Company Name].

[Candidate's Name] possesses the qualifications and skills that align well with the requirements of the position, and I believe they would be an excellent fit for your team.

If you have had a chance to review their application, I would appreciate any updates you could provide on their status in the hiring process.

Thank you for considering my referral. Please feel free to reach out if you need any additional information.

Best regards,
[Your Name]
[Your Job Title]
[Your Company]
[Your Contact Information]