

March 15, 2023

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am reaching out to request your assistance regarding a reference inquiry for [Employee's Name], who worked with us at [Your Company] from [Start Date] to [End Date]. I would appreciate your insights on their performance and contributions during their tenure.

Your feedback will be invaluable as we assess [Employee's Name]'s application for a new opportunity. If you could provide details on their strengths, skills, and work ethic, I would be very grateful.

Thank you for your time and assistance. Please feel free to reach me at [Your Phone Number] or [Your Email] if you need any further information.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]