

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am writing to request a reference for [Candidate's Name], who has applied for the position of [Job Title] at [Company Name]. I understand that you worked closely with [Candidate's Name] at [Previous Company Name] and I would greatly appreciate your insights.

Specifically, I am interested in your perspective on [Candidate's Name]'s skills, work ethic, and any relevant achievements during their time at your organization. Your feedback would be invaluable in helping us determine their suitability for our team.

If you are available, I would love to arrange a brief phone call or receive your thoughts via email at your convenience. Thank you very much for considering this request.

Best regards,

[Your Name]

[Your Position]

[Company Name]