

Dear [Reference's Name],

I hope this message finds you well. I am writing to request your assistance as a reference for [Candidate's Name], who recently interviewed for the [Job Title] position at [Company Name]. They have mentioned you as someone who can provide insight into their skills and qualifications.

We were impressed with [Candidate's Name]'s background and experience, and your perspective would be invaluable in helping us make our decision. If you agree, kindly share your thoughts on their performance, work ethic, and any relevant skills you think we should consider.

Please let us know if you are available for a brief call or if you prefer to provide your reference via email. We appreciate your time and support.

Thank you for considering this request.

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