

Apprenticeship Reference Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about an apprenticeship reference for [Applicant's Name], who has applied for an apprenticeship at [Company Name]. We are currently in the process of evaluating applicants and would greatly appreciate your input regarding [his/her/their] skills and work ethic.

If possible, could you provide insight into [Applicant's Name]'s performance during the apprenticeship, any specific strengths or areas for improvement, and your overall impression of their capabilities?

Thank you for taking the time to assist us with this reference inquiry. Your feedback is invaluable as we select a candidate for our apprenticeship program.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]