Reference Confirmation Request

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a confirmation of the reference you provided for my application for the [Job Title] position with [Department/Agency Name]. As part of the hiring process, they require verification of references.

To make the confirmation process smoother, please confirm the following information at your earliest convenience:

- Your relationship to me.
- Confirmation of employment details (position, duration, etc.).

Sincerely,

[Your Name]