

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for [employee's name], who has recently applied for a [specific position] at [Company Name]. As the HR representative, your insights would be invaluable in helping us assess their qualifications and fit for our team.

If you could provide feedback regarding their work ethic, skills, and contributions during their time at [Your Company], it would be greatly appreciated. We are particularly interested in [specific aspects you are interested in, e.g., teamwork, leadership, technical skills].

Please let me know if you require any additional information or if there is a specific format you would prefer for the reference.

Thank you very much for your support and assistance in this matter. Looking forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]