

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a reference for [Employee's Name], who has applied for a position with our organization. [Employee's Name] has listed you as a reference, and we would greatly appreciate any insights you can provide regarding their qualifications and work ethic.

Specifically, we would like to know about [mention any specific areas of interest, e.g., skills, performance, teamwork, etc.]. Your feedback will be invaluable in helping us make our hiring decision.

If you could please respond by [insert response deadline], it would be greatly appreciated. You may reach me at [Your Phone Number] or [Your Email Address] should you have any questions or need further information.

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]