

# Reference Request for [Candidate's Name]

Date: [Date]

To: [Reference's Name]

[Reference's Position]

[Company Name]

[Company Address]

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 has applied for the position of Data Scientist with us at [Your Company Name]. Having worked together at [Previous Company/Project], I believe you can provide valuable insights into their skills and work ethic.

During their time as [Candidate's Position or Role] at [Previous Company], [Candidate's Name] demonstrated exceptional abilities in data analysis, statistical modeling, and machine learning, which we find crucial for our current needs.

We would greatly appreciate your perspective on their strengths and any contributions they made to the team. If you're available, I'd love to arrange a brief call or receive your comments via email at your convenience.

Thank you in advance for your support. It means a lot to us as we evaluate [Candidate's Name] for this role.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]