

## Reference Request for [Candidate's Name]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request your feedback regarding [Candidate's Name], who has applied for the [Specific IT Position] at [Your Company Name]. During the time that [he/she/they] worked under your supervision on the [Project Name], I believe you observed [his/her/their] skills and performance closely.

We are particularly interested in understanding [his/her/their] ability to manage IT projects, collaborate with cross-functional teams, and deliver results under tight deadlines. Your insights would be invaluable in helping us assess [his/her/their] fit for our team.

Thank you for taking the time to assist us. Please feel free to respond via email or call me directly at [Your Phone Number].

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Email Address]  
[Your Phone Number]