

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Candidate's Name], who has applied for a senior developer position at [Your Company]. Having worked with [Candidate's Name] at [Previous Company/Project], I believe your insights will provide a valuable perspective on their skills and contributions.

[Candidate's Name] has demonstrated exceptional proficiency in [specific technologies or skills], contributing significantly to projects such as [examples of projects]. I am confident that your feedback on their technical abilities, teamwork, and problem-solving skills will aid us in making an informed decision.

If you could provide your reference by [deadline], I would greatly appreciate it. Please let me know if you need any additional information from my side.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]