

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Reference Request for [Candidate's Name]

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 the software engineer position at [Your Company's Name]. [Candidate's Name] has mentioned your previous collaboration, and I believe your insights would provide valuable context regarding their skills and work ethic.

Specifically, I would appreciate your feedback on [Candidate's Name]'s technical abilities, collaboration skills, and overall performance during your time working together. Your perspective would greatly assist us in making an informed decision.

If you are able to provide a reference, please let me know your availability for a brief conversation or if you'd prefer to respond via email. Thank you for considering my request, and I appreciate your time and assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]