[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]

Subject: Reference Request for [Candidate's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for [Candidate's Name], who has applied for a technical support role at [Your Company Name]. We are keen to learn more about their skills and contributions during their time with you at [Previous Company Name].

Specifically, we would like to understand their technical proficiency, problem-solving abilities, and how they performed in a team-oriented environment. Your insights would be invaluable in helping us assess their fit for our team.

Please feel free to respond to this email or contact me directly at [Your Phone Number]. Thank you for your assistance!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]