

Reference Request for [Candidate's Name]

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for [Candidate's Name], who is applying for the Business Development Executive position at [Your Company]. Given your previous collaboration and insights into their skills and work ethic, your perspective would be invaluable.

[Candidate's Name] has worked extensively in business development, demonstrating strong capabilities in building client relationships and driving revenue growth. Your feedback on their performance, strengths, and areas for improvement would greatly assist us in our decision-making process.

If you're willing, I would greatly appreciate it if you could provide a brief overview of your experience working with [Candidate's Name]. We aim to complete our hiring process by [date], so any information you could share by then would be wonderful.

Thank you very much for considering this request. I appreciate your time and assistance.

Best regards,

[Your Name]