

Reference Request for [Candidate's Name]

Dear [Reference's Name],

I hope this message finds you well. I am writing to request a reference for [Candidate's Name], who is applying for a software engineer position at [Company Name]. [Candidate's Name] has shared your name as someone who can speak to their skills and experience.

During their time at [Previous Company/School], [Candidate's Name] demonstrated exceptional skills in software development, collaborative teamwork, and problem-solving. Your insights would be invaluable in helping us gauge their fit for our team.

If you could take a moment to provide any feedback or details regarding [Candidate's Name]'s performance, it would be greatly appreciated. Please feel free to reach out if you have any questions or need further information.

Thank you for considering this request. I look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Your Email]
[Your Phone Number]