

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 the Project Manager position at [Your Company Name]. [Candidate's Name] mentioned that you could provide valuable insights regarding their qualifications and work ethic.

Specifically, we would appreciate your feedback on the following aspects:

- Project management skills
- Leadership and communication abilities
- Ability to meet deadlines
- Collaboration with team members
- Overall performance and contributions

Thank you for taking the time to assist us in this matter. Your input will be invaluable in our decision-making process. Please feel free to respond via email or call me directly at [Your Phone Number].

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]