Job Application Reference Confirmation

Date: [Insert Date]

To Whom It May Concern,

I am writing to confirm that [Candidate's Name] has applied for the position of [Job Title] at [Company Name]. As part of the application process, [Candidate's Name] has provided your name as a reference.

We may reach out to you to discuss [Candidate's Name]'s qualifications and experiences relevant to the position. Your insights would be invaluable in assisting us with the selection process.

If you have any questions or concerns, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]