

Reference Check Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference check for [Employee's Name], who has applied for a position at [Your Company's Name] as a [Position Title]. [Employee's Name] has listed you as a reference, and we would appreciate any insights you can provide regarding their skills and work ethic.

We are particularly interested in understanding their performance in the following areas:

- Job performance and quality of work
- Team collaboration and communication skills
- Problem-solving abilities
- Professionalism and reliability

Please feel free to respond via email or contact me directly at [Your Phone Number] if you'd prefer to discuss this over the phone. Your prompt response would be greatly appreciated as we are looking to finalize our decision shortly.

Thank you for your assistance, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Contact Information]