

Your Name  
Your Position  
Your Company  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Reference Name  
Reference Position  
Reference Company  
Reference Address  
City, State, Zip Code

Dear [Reference Name],

I hope this message finds you well. I am writing to request a reference for [Applicant's Name], who has applied for the position of [Job Title] at [Your Company Name]. [Applicant's Name] has listed you as a reference, and I would greatly appreciate your insight regarding their qualifications and work ethic.

Specifically, I would like to know about [mention specific skills, experiences or traits you are interested in]. Your feedback will be invaluable in our decision-making process.

Thank you for taking the time to assist us. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]