

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Inquiry for Reference Verification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in verifying a reference for [Candidate's Name], who has applied for the position of [Job Title] at [Your Company Name]. We value your insight and feedback regarding [his/her/their] previous performance.

Please confirm the following details at your earliest convenience:

- Candidate's job title during [his/her/their] time at your company
- Duration of employment
- Key responsibilities and contributions
- Your overall impression of the candidate's performance

Your prompt response will greatly assist us in our hiring process. Thank you in advance for your time and cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]