

# Reference Check Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference check for my job application at [Company Name] for the position of [Job Title]. As you are aware, I have applied for the role and believe that your insights into my work ethic and skills would be invaluable to my potential employer.

If possible, could you kindly provide a reference to [Company Name] at your earliest convenience? I have attached the necessary details of the job position and my resume for your review.

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,

[Your Name]