

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a third-party reference check for [Candidate's Name] who has applied for the position of [Job Title] at [Your Company Name]. As part of our hiring process, we value insights from previous employers and colleagues to better assess the candidate's qualifications and suitability for our team.

We would greatly appreciate your feedback on the following aspects:

- Work ethic and professionalism
- Skills and competencies
- Team collaboration and communication
- Any additional comments about their performance

Please feel free to reply to this email or contact me directly at [Your Phone Number] should you prefer a phone conversation.

Thank you for your assistance in this matter. We appreciate your time and insights.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]