

Reference Check Follow-Up

Date: [Insert Date]

Dear [Reference's Name],

I hope this message finds you well. I am writing to follow up regarding the reference check for [Applicant's Name], who has applied for admission to [Program/University Name]. We appreciate your willingness to provide insight into the applicant's qualifications and character.

If you could please take a moment to respond with your feedback, it would greatly assist us in our admissions decision process. Your perspective as [Reference's Position/Relation to Applicant] is highly valued.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Department/University Name]

[Contact Information]