

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the reference check we initiated regarding [Company/Individual's Name] as part of our evaluation process for a potential business partnership.

We appreciate your assistance in providing insights into their professional conduct and the quality of their work. Your feedback is invaluable in helping us make an informed decision.

If you have any additional information or if there are any points we should specifically focus on, please feel free to share. We value your perspective and would appreciate your insights at your earliest convenience.

Thank you once again for your support and cooperation.

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