

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the reference check conducted for [Candidate's Name] as part of their application for professional licensing.

We appreciate your cooperation in this process and would like to know if you have had a chance to complete the reference check or if you need any further information from us to assist you.

Your feedback is vital in helping us make an informed decision regarding [Candidate's Name]'s application. If you have any insights to share, please feel free to reply to this email or contact me directly at [Your Phone Number].

Thank you for your assistance and support.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Email Address]

[Your Phone Number]