

## Reference Check Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to follow up on the reference check we initiated regarding [Candidate's Name] for the [Position Title] promotion at [Company Name]. As part of our evaluation process, we value your insights and feedback.

If you could provide your comments on [Candidate's Name]'s performance, skills, and suitability for this role, it would be greatly appreciated. Your input is instrumental in making an informed decision.

Thank you for your time and assistance. Please feel free to reach out if you have any questions or require further information.

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