

Reference Check Follow-Up

Date: [Insert Date]

[Reference Name]

[Reference Title]

[Reference Organization]

[Reference Address]

[City, State, Zip Code]

Dear [Reference Name],

I hope this message finds you well. I am writing to follow up on the reference check for [Applicant's Name], who has applied for a volunteer position with us at [Organization Name]. We greatly appreciate your time and insights regarding this candidate.

Your perspective on [Applicant's Name]'s qualities, skills, and past experiences would be invaluable to our decision-making process. If you could provide any specific examples of their work ethic, interpersonal skills, or involvement in previous volunteer opportunities, it would be extremely helpful.

If you prefer a phone conversation, please let me know a convenient time, and I will be happy to reach out to you. Otherwise, you can reply to this email with your feedback at your earliest convenience.

Thank you once again for your support and assistance in this process. We truly value your input.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Your Contact Information]