

Personal Reference Verification

Date: [Insert Date]

To Whom It May Concern,

I am writing to request your assistance in verifying a personal reference for [Candidate's Name], who has applied for the position of [Job Title] at [Company Name]. As part of our hiring process, we seek to ensure that a candidate's qualifications and character align with our company values.

[Candidate's Name] has listed you as a personal reference, and we would greatly appreciate it if you could take a few moments to provide your insights regarding their character, work ethic, and suitability for the role.

Please feel free to share any specific examples that highlight their skills and attributes. Your feedback is invaluable to us and will assist in making an informed decision.

Thank you for your time and assistance. Should you have any questions or need further information, please do not hesitate to reach out to me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]