

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a verification of professional references for [Candidate's Name], who has applied for a [Position Title] at our organization, [Your Company Name]. We value thorough reference checks to ensure we make the best hiring decisions.

Please provide confirmation of the following details regarding [Candidate's Name]:

- Employment Dates
- Job Title
- Responsibilities
- Performance Overview

Your insight will be greatly appreciated and will play a crucial role in our hiring process. If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]