

Reference Check Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge receipt of your request for a reference check regarding [Candidate's Name]. We appreciate your interest in our feedback.

Please be assured that I will provide accurate and honest information about [Candidate's Name] based on our experiences and interactions.

If you have any specific questions or require additional information, please feel free to reach out.

Thank you for considering [Candidate's Name] for the position.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]