Reference Check Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify certain aspects of the reference check conducted for [Candidate's Name], who is being considered for the position of [Job Title] at [Your Company].

During the reference check, we have encountered a few points that require further discussion to ensure a comprehensive evaluation of the candidate's background and qualifications. Specifically, we would like to address:

- [Specific Issue or Point 1]
- [Specific Issue or Point 2]
- [Specific Issue or Point 3]

We appreciate your assistance in providing clarification on these matters by [Insert Deadline]. Your insights are invaluable in our decision-making process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]