

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm that we are in the process of conducting a reference check for [Candidate's Name], who has applied for the [Job Title] position at [Your Company].

As part of our hiring process, we would greatly appreciate your assistance in providing us with feedback regarding [Candidate's Name]'s skills, performance, and work ethic. Please let us know a suitable time for you to discuss this further.

Thank you in advance for your cooperation and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]