

# Reference Inquiry Reply

Date: [Insert Date]

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

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

Dear [Recipient Name],

Thank you for your inquiry regarding [Candidate's Name]. I am pleased to provide a reference for [him/her/them].

[Candidate's Name] worked with us from [start date] to [end date] as a [position]. During this time, [he/she/they] demonstrated [mention key skills or characteristics, e.g., strong leadership abilities, excellent communication skills, etc.].

In [his/her/their] role, [he/she/they] successfully [mention specific accomplishments or responsibilities]. I found [him/her/them] to be [add personal insights about work ethic, attitude, etc.].

I believe [Candidate's Name] will be an asset to your organization, and I wholeheartedly recommend [him/her/them] for the position.

If you have any further questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]