

Candidate Reference Inquiry

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for [Candidate's Name], who has applied for the position of [Position Title] at [Company Name]. Your insights would be invaluable in helping us understand their suitability for the role.

Please share your thoughts on the following points:

- Work ethic and reliability
- Skills and expertise relevant to the position
- Teamwork and communication abilities
- Any areas for improvement

Your feedback is greatly appreciated and will remain confidential. If you could respond by [Deadline Date], it would be greatly helpful.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]