

Dear [Reference Name],

I hope this message finds you well. I am writing to kindly remind you about the reference feedback for [Candidate Name], who has applied for the [Position Title] at [Company Name]. We value your insights greatly and would appreciate your feedback at your earliest convenience.

If you have already submitted your feedback, please disregard this reminder. If not, please let us know if you need any additional information to assist you in providing your input.

Thank you very much for your time and assistance. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]