

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference Name]

[Reference Title]

[Reference Company]

[Reference Address]

[City, State, Zip Code]

Dear [Reference Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the reference information for [Candidate's Name]. As we continue with our evaluation process, your insights would be invaluable in helping us make a timely decision.

If you could provide your feedback by [new deadline date], it would be greatly appreciated. If there are any issues or if you require additional information, please do not hesitate to reach out.

Thank you once again for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company]