

# Update Request for Candidate Reference Process

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the reference check process for [Candidate's Name], who has applied for the [Job Title] position with our company.

We appreciate your assistance in providing insights into [Candidate's Name]'s skills and experiences. If you could kindly update us on the status of your response or share any relevant feedback, it would greatly help in expediting our hiring process.

Thank you for your time and support. Please feel free to reach out if you need any further information.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]