

Dear [Reference's Name],

I hope this message finds you well. I am writing to confirm a reference provided by [Candidate's Name], who has applied for the [Position Title] at [Company Name]. During our review of their application, we noticed some discrepancies that warrant further investigation.

Specifically, we would appreciate your confirmation of the following:

- Did [Candidate's Name] work at [Company/Organization Name] during [Employment Dates]?
- What was [his/her/their] position and primary responsibilities at your organization?
- Can you confirm [his/her/their] performance and conduct during the period of employment?

We value the integrity of our hiring process and appreciate your assistance in helping us verify this information. Please feel free to respond via email or contact me directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Email Address]
[Phone Number]