

Check-in for Reference Completion

Date: [Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to check in regarding the references I requested on [date of request]. As we approach the completion of the hiring process, your input is invaluable to us.

If you have completed the reference check, please let me know. If you need any additional information or if there is anything I can assist you with, feel free to reach out.

Thank you for your time and assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]