

Subject: Gentle Reminder - Reference Check

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you regarding the reference check for [Candidate's Name], which we discussed on [Date]. Your insights are invaluable as we move forward in our hiring process.

If you could provide your feedback by [Deadline Date], it would be greatly appreciated. Please let me know if you need any additional information or have any questions.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]