

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference verification for [Employee's Name], who has applied for a position at [Your Company Name]. [Employee's Name] listed you as a previous employer, and your input would be invaluable in our selection process.

Please provide details regarding [Employee's Name]'s job performance, responsibilities, and any relevant information pertaining to their time at your company. Your prompt response would be greatly appreciated, as we look to make a hiring decision soon.

Thank you for your assistance!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]