

# Reference Inquiry Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a professional reference for [Candidate's Name], who has applied for the position of [Job Title] at [Company Name].

During [his/her/their] tenure at [Previous Company Name], I had the pleasure of working closely with [him/her/them] and was impressed by [his/her/their] skills in [mention relevant skills or experiences].

Your insights would be invaluable in helping us assess [Candidate's Name]'s fit for our team. If you agree to provide a reference, please let me know a convenient time to reach you, or feel free to reply to this email with any comments you wish to share.

Thank you in advance for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]