

Dear [Candidate's Name],

We hope this message finds you well. We are excited to inform you that you have progressed to the next stage of our hiring process for the position of [Position Title] at [Company Name].

As part of our thorough evaluation, we will be conducting reference checks to gain insights into your past work experiences and qualifications. We kindly ask you to provide the contact information for [number] professional references who can speak to your skills and experiences. Please include their names, relationship to you, phone numbers, and email addresses.

Thank you for your cooperation, and we look forward to your prompt response.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]