

Verification Request for Job Candidate Reference

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Reference's Name]

[Reference's Position]

[Reference's Company]

[Reference's Company Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am writing to formally request a reference regarding [Candidate's Name], who has applied for the position of [Job Title] at [Your Company]. [Candidate's Name] has listed you as a reference and we would appreciate your insights into their qualifications and work ethic.

Specifically, we would like to know about [specific skills, experiences, or any particular details you are interested in]. Your feedback would be invaluable in our hiring process.

If you could please provide your response by [insert deadline], it would be greatly appreciated. You can reply via email or contact me directly at [your phone number].

Thank you for taking the time to assist us in this important decision.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]