

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a reference check for [Candidate's Name], who has applied for the position of [Job Title] at [Your Company]. [Candidate's Name] has indicated that you have worked together at [Previous Company/Organization Name], and I would greatly appreciate your insight on their professional abilities and character.

We are particularly interested in [specific aspects or skills, e.g., teamwork, communication skills, work ethic]. If you have any specific examples of [Candidate's Name]'s contributions or performance, that would be immensely helpful.

Please feel free to respond via email or contact me directly at [Your Phone Number]. Thank you for your time and assistance in this matter.

Best regards,

[Your Name]
[Your Title]
[Your Company]