

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference verification for [Candidate's Name], who has applied for the position of [Position Title] at [Your Company/Organization]. We would appreciate your assistance in providing information regarding their employment, performance, and any other relevant insights you may have.

Please find below the details we would like to verify:

1. Employment Dates:
2. Position Held:
3. Responsibilities:
4. Work Ethic and Professional Conduct:
5. Any specific achievements:

Your feedback will be invaluable in our hiring process. If you could respond by [specific date], it would be greatly appreciated. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]