

[Your Name]
[Your Job Title]
[Your Company/Organization]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company]

Subject: Technical Skills Reference Request - [Applicant Name]

Dear [Recipient Name],

[Applicant Name] is currently being considered for the position of [Target Job Title] at [Company Name]. They have provided your name as a professional reference regarding their technical proficiency and experience.

To help us evaluate their suitability for this role, we would appreciate your feedback on the following technical areas:

- Proficiency in specific technologies or programming languages (e.g., [Technology 1], [Technology 2]).
- Ability to troubleshoot complex technical issues.
- Quality of technical documentation and code.
- Capacity to learn and implement new technical frameworks.
- Performance on specific projects completed under your supervision.

How long did you work with the applicant, and in what capacity? In your opinion, does the applicant possess the technical depth required for a senior-level technical environment?

Any information you provide will be kept confidential. If you prefer to discuss this over the phone, please let me know a convenient time to call you.

Thank you for your time and assistance.

Sincerely,

[Your Signature]
[Your Printed Name]