

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

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

Re: Fiduciary Reference Request for [Candidate Name]

Dear [Recipient Name],

[Candidate Name] is currently being considered for the position of Chief Financial Officer (CFO) at [Company Name]. Given the high level of fiduciary responsibility associated with this role, we are conducting a thorough review of their professional background and character.

We understand that [Candidate Name] previously served as [Candidate's Previous Title] under your supervision or alongside you at [Recipient Company Name] from [Start Date] to [End Date]. We would appreciate your candid assessment of the candidate regarding the following:

- Their integrity and ethical conduct in managing corporate assets.
- Their diligence in financial reporting and regulatory compliance.
- Their ability to exercise sound judgment in high-stakes financial decision-making.
- Any observations regarding their commitment to transparency and shareholder interests.

Your insights will be held in the strictest confidence. We would be grateful if you could provide a brief written response or, if you prefer, schedule a brief 10-minute call to discuss these matters.

Thank you for your time and assistance in our selection process.

Sincerely,

[Your Signature]
[Your Printed Name]