

[Your Name]
[Your Title]
[Your Institution/Firm Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Institution/Firm Name]

Re: Fiduciary Reference Request - [Candidate Full Name]

Dear [Recipient Name],

I am writing to formally request a professional reference regarding the fiduciary standing and executive conduct of [Candidate Name], who is currently under consideration for the position of [Proposed Job Title] at [Your Institution].

Given the highly regulated nature of investment banking and the significant fiduciary responsibilities associated with this role, we are conducting comprehensive due diligence. We would appreciate your insights into the candidate's performance during their tenure as [Candidate's Previous Title] at [Recipient's Institution] between [Start Date] and [End Date].

Specifically, we request your assessment of the following:

- The candidate's adherence to compliance, regulatory frameworks, and internal risk controls.
- Their integrity and ethical conduct in managing client assets and proprietary transactions.
- Their history of exercising sound fiduciary judgment in high-stakes financial environments.
- Whether there were any known disciplinary actions or regulatory inquiries during their tenure.

Your evaluation will be held in the strictest confidence. We understand the sensitive nature of this request and are prepared to provide a signed authorization from the candidate should your legal department require it.

If you prefer to provide this reference via a secure telephone line, please let me know your availability for a brief call at [Phone Number].

Thank you for your time and professional cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]