

[Your Name/Firm Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]
[City, State, Zip Code]

Subject: Fiduciary Reference Request for [Director Candidate Name]

Dear [Recipient Name],

[Candidate Name] is currently being considered for a Director position on the Board of [Target Company/Portfolio Company]. Given your professional history with the candidate at [Previous Company/Fund], we are requesting a fiduciary reference regarding their suitability for this role.

As a Private Equity Director, the candidate will be tasked with significant oversight, capital allocation decisions, and protecting the interests of shareholders. We would appreciate your insights on the following:

- The candidate's experience in exercising fiduciary duties and governance oversight.
- Their ability to provide strategic direction and hold management accountable.
- Their integrity, ethical judgment, and handling of potential conflicts of interest.
- Their specific contributions to value creation or risk mitigation during your tenure together.

Your assessment will be held in the strictest confidence. Please let us know if you are available for a brief 15-minute call on [Date/Time Range], or if you would prefer to provide a written response.

Thank you for your time and assistance in our due diligence process.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]