

URGENT: EXPEDITED REFERENCE VERIFICATION

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Job Title]

Company: [Recipient Company Name]

Subject: Confidential Reference Verification - [Candidate Name]

Dear [Recipient Name],

We are currently in the final stages of our executive search for a [Job Title] position. [Candidate Name] has identified you as a key professional reference regarding their tenure as [Candidate's Previous Title] at [Recipient Company Name].

Due to the critical nature of this senior management appointment and an accelerated onboarding timeline, we would greatly appreciate your brief feedback regarding the following:

- The candidate's primary responsibilities and scope of leadership.
- Their ability to drive strategic initiatives and deliver results.
- Their effectiveness in managing large teams and cross-functional stakeholders.
- Confirmation of the dates of employment and reason for departure.

We understand your schedule is demanding. We are available for a brief 10-minute call at your earliest convenience, or should you prefer, you may provide a short written response via email.

Please let us know your availability, or feel free to contact me directly at [Your Phone Number] or [Your Email Address]. All information shared will be kept strictly confidential.

Thank you for your time and professional courtesy.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]