

Subject: Confidential Reference Inquiry: [Candidate Name]

Dear [Reference Name],

I am reaching out to you regarding a high-priority executive search for the position of [Job Title] at [Company Name].

We are currently in the final stages of evaluating [Candidate Name] for this leadership role. Given your previous experience working with [Candidate Name] in your capacity as [Reference's Former Title/Relationship], your perspective would be invaluable to our selection process.

Specifically, we are looking to discuss:

- Their strategic leadership and decision-making capabilities.
- Their ability to drive organizational growth and culture.
- Key achievements and areas for continued professional development.

I understand your schedule is demanding. Would you have 15-20 minutes for a brief, confidential phone call on [Date] or [Date]? Please let me know your availability, or feel free to suggest an alternative time that works best for you.

Thank you for your time and for your contribution to this important search.

Best regards,

[Your Name]

[Your Title]

[Your Firm/Company Name]

[Your Phone Number]