

URGENT: Reference Verification Request

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

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

Dear [Recipient Name],

I am contacting you to verify the professional background of **[Candidate Name]**, who is currently a finalist for the position of **[Job Title]** at [Company Name]. The candidate has provided your name as a professional reference.

As we are looking to finalize our hiring decision by **[Date/Time]**, I would greatly appreciate a brief conversation or a written response regarding the following:

- The candidate's dates of employment and their role at your organization.
- Their primary responsibilities and key achievements.
- Their strengths and areas for professional development.
- Your overall assessment of their performance and reliability.
- Whether you would rehire this individual.

I understand your schedule is busy; however, your insights are critical to our process. Please let me know if you are available for a 5-10 minute call at **[Your Phone Number]**, or feel free to reply directly to this email.

Thank you in advance for your time and prompt assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Email Address]