

Subject: Reference Request: [Creative Director's Name]

Dear [Recipient Name],

I am writing to request a professional reference for [Creative Director's Name], who is currently a candidate for the position of Creative Director at [Your Company Name].

[Candidate's Name] has indicated that they worked under your supervision as [Their Previous Job Title] from [Start Date] to [End Date].

Could you please provide your insights on the following areas regarding their past performance:

- The quality and impact of their creative vision and execution.
- Their ability to lead, mentor, and manage a creative team.
- Their proficiency in handling high-level projects from concept to completion.
- Their ability to collaborate with stakeholders and meet deadlines.
- The reason for their departure from your organization.

Would you recommend them for a senior leadership role in a creative environment?

I understand your schedule is busy and would appreciate any feedback you can provide, whether via email or a brief phone call at [Your Phone Number]. All information shared will be kept strictly confidential.

Thank you for your time and assistance.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]