

Subject: Reference Request - [Candidate Name] - [Job Title]

Dear [Reference Name],

[Candidate Name] is currently being considered for the position of [Job Title] and has provided your name as a professional or academic reference.

As [Candidate Name] is entering the workforce, we would value your insight into their skills, character, and potential. Could you please provide feedback on the following points:

- In what capacity and for how long have you known the candidate?
- How would you describe their work ethic and reliability?
- What are their key strengths (e.g., communication, problem-solving, teamwork)?
- Are there any specific areas where they might require additional training or support?
- Would you recommend them for this position?

Your responses will be kept confidential. If you prefer to discuss this over the phone, please let me know a convenient time to call you.

Thank you for your time and assistance.

Best regards,

[Your Name]

[Your Job Title]

[Recruitment Agency Name]

[Your Phone Number]

[Your Email Address]