

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

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

Subject: Reference Request - [Candidate Name]

Dear [Recipient Name],

[Candidate Name] is currently being considered for the position of [Job Title] within our Legal and Compliance Department and has provided your name as a professional reference.

Given the sensitive nature of this role, we would appreciate your candid feedback regarding the candidate's performance during their tenure at [Previous Company Name]. Specifically, we are interested in your assessment of their:

- Knowledge of regulatory frameworks and legal principles.
- Attention to detail and accuracy in drafting or reviewing legal documents.
- Integrity, ethical judgment, and handling of confidential information.
- Ability to manage risk and provide sound compliance advice.
- Professionalism and communication skills with internal and external stakeholders.

We would also appreciate confirmation of their dates of employment, final job title, and whether you would be willing to rehire them.

If you prefer to discuss this over the phone, please let me know your availability at [Your Phone Number]. Otherwise, you may reply directly to this email. All information provided will be kept strictly confidential.

Thank you for your time and assistance.

Sincerely,

[Your Signature]
[Your Printed Name]