

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Email Address]  
[Your Phone Number]

[Date]

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

Subject: Reference Request for [Candidate Name]

Dear [Recipient Name],

I am writing to you because [Candidate Name] has listed you as a professional reference in their application for the position of **Regulatory Compliance and Legal Advisor** at [Your Company Name].

The role involves overseeing legal frameworks, ensuring adherence to industry regulations, managing risk mitigation strategies, and providing guidance on corporate governance. Given the high degree of responsibility and integrity required for this position, your insights into their professional background would be invaluable.

Could you please provide your perspective on the following:

- In what capacity and for how long did you work with the candidate?
- How would you rate their proficiency in interpreting complex regulations and implementing compliance programs?
- Can you comment on their ability to handle sensitive legal matters with confidentiality and ethics?
- How do they perform under the pressure of regulatory audits or legal deadlines?
- What are their primary strengths regarding risk assessment and strategic advisory?

All information provided will be kept strictly confidential. If you would prefer to discuss this over the phone, please let me know your availability and the best number to reach you.

Thank you for your time and assistance.

Sincerely,

[Your Signature]  
[Your Typed Name]