

Dear [Recipient Name],

Subject: Reference Request - [Candidate Name]

[Candidate Name] has applied for the position of Front Desk Associate at [Company Name] and has provided your name as a professional reference.

We would appreciate your feedback on the candidate's performance during their time at [Candidate's Previous Company/Organization]. Specifically, we are looking for information regarding:

- Dates of employment and job title.
- Reliability and punctuality.
- Communication skills and telephone etiquette.
- Ability to handle customer inquiries and multitasking.
- Reason for leaving.

Would you recommend this individual for a front-facing administrative role?

All information provided will be kept strictly confidential. Please provide your response via email or by calling me at [Phone Number].

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]