

[Your Name/Agency Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Company Name]
[Address]
[City, State, Zip Code]

Subject: Reference Request for [Applicant Name]

Dear [Recipient Name],

[Applicant Name] has applied for a position as an HVAC Technician with our agency and has provided your name as a professional reference. We would appreciate your feedback regarding their performance during their time at [Previous Company Name].

Please provide information regarding the following areas:

- Dates of employment and primary job title.
- Proficiency in installing, maintaining, and repairing HVAC systems (Heating, Ventilation, Air Conditioning, and Refrigeration).
- Ability to read blueprints, wiring diagrams, and technical specifications.
- Experience with diagnostic tools and troubleshooting complex mechanical/electrical issues.
- Reliability, punctuality, and adherence to safety protocols.
- Customer service skills and professional conduct.

Would you rehire this individual? Yes No

All information provided will be kept strictly 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.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]