

**Date:** [Insert Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Company Address]

**Subject: Reference Check for [Candidate Name]**

Dear [Recipient Name],

[Candidate Name] has applied for the position of [Job Title] at [Your Company Name] and has provided your name as a professional reference.

We would appreciate it if you could take a few moments to verify the candidate's previous employment and performance. Please confirm the following details:

- Relationship to the candidate:
- Dates of employment/collaboration:
- Primary job responsibilities:
- Strengths and areas for improvement:
- Reason for leaving (if known):
- Would you rehire this individual?

Your feedback will be kept strictly confidential. If you prefer to discuss this over the phone, please let me know a convenient time to call you, or you can reach me at [Your Phone Number].

Thank you for your time and assistance.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]