**Subject line:** Could you provide a reference for [*Candidate\_name*]?

Hello [*Name*],

My name is [*your name*] and I work for [*your company name*]. We’re in the process of hiring for a [*job title*] and one of your former colleagues, [*Candidate\_name*], has made the final cut.

Before we make an official offer, I’d like some more information to ensure we’re making the right choice. I’m reaching out to you because [*Candidate\_name pointed to you as a potential reference/ mentioned you were her manager for several years/ etc.*] It’d be very useful if you could tell me a bit about your overall experience working with [*Candidate\_name*] and whether you’d recommend [*him/her*].

Could I call you for a brief discussion today or tomorrow? Please let me know if the number [*Candidate\_name*] provided is accurate: [*+00100000000*]. If you’d rather send me information via email, feel free to do so.

Of course, our communication is confidential.

Thank you for your help,

[*Your name*]

[*Email signature*]