Subject: Reference Check of [Candidate Name]

*Dear [Past Employer’s Name],*

*This email is regarding a reference check conducted for the candidate, [Candidate Name] who has applied for the position of [Job Title] at our company. You have been listed as a point of contact for reference checks for her past work experience and performance.*

*Being very specific, I would like to know about [Candidate Name]’s skills that were most valuable to your company and the kind of work culture she practices. I would also like to know what qualities make her stand out from the rest of the employees. Do you think she will be a good fit for the role of [Job Title]?*

*Apart from these, I will be attaching a short questionnaire that we usually send out to references to have a deeper insight into the candidate. We would be very glad if you filled it out.*

*Thank you very much for your time. Feel free to reach out to me if you have any questions.*

Regards,

[Name]

[Job Title]

[Contact]