[your address]

Dear [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/months 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 [When your available] 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,

[Print name]

[Signature]