

## How to Ask a Candidate for References

From,  
Keaton Underwood  
Ap #636-8082 Arcu Avenue  
Thiensville Maryland 19587  
(564) 908-6970

Date: 05-02-2011

To,  
Nasim Strong  
Ap #630-3889 Nulla. Street  
Watervliet Oklahoma 70863

Subject: [Job position] at [Organization Name]

Dear Nasim Strong,

We thank you for devoting your time towards perfecting the [assignment] and discussing [Job position]. It is a great pleasure knowing you and your goals and we would like to proceed towards the [following or the last] stage of our selection process. It will be really helpful if you provide us [one or two] reference(s) of yours. As a part of this, you can provide me the names, the relationship that you share, and the contact number and emails of [one or two] of your [current/former] [colleagues or professors or directors].

Please feel free to reach me on my [contact number] and [email address] for any future clarifications.

Kind Regards,  
(Your Signature)  
Keaton Underwood

