

Referee Contact Request

Date: [Insert Date]

Dear [Referee's Name],

I hope this message finds you well. I am writing to kindly request your support as a referee for my nomination for the [specific award name] award. The nomination deadline is approaching, and your insights into my work and character would greatly enhance my application.

The award recognizes [briefly describe the purpose and importance of the award]. I believe that your perspective on my [mention specific experiences or contributions relevant to the award] would provide valuable context to my nomination.

If you agree to assist, I will provide you with all necessary details about the nomination process, along with any specific points that may be beneficial for you to address.

Thank you very much for considering this request. I truly appreciate your time and support.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]