

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a professional reference for [Client's Name], who is in the process of onboarding with our company. As we strive to provide exceptional services and support to our clients, your insights will be invaluable in helping us understand their needs better.

If you could take a moment to share your experiences working with [Client's Name], it would greatly assist us in ensuring a smooth transition and establishing an effective partnership. Any specific examples or feedback on their work ethic, communication skills, and project outcomes would be particularly helpful.

Thank you very much for your time and support. Please feel free to reach out to me directly at [Your Phone Number] or reply to this email if you have any questions.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]