

Employment Reference Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference on my behalf as I am pursuing a freelance opportunity with [Company/Client Name].

During my time at [Your Company Name], I had the pleasure of working under your guidance on [specific projects or roles]. I believe your insights into my work ethic and skills would greatly support my application for this opportunity.

If you are comfortable providing this reference, please let me know if you require any details or context regarding the project I am applying for. I would be more than happy to provide you with additional information.

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

Best regards,

[Your Name]

[Your Contact Information]