

Request for Job Application Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support as a reference for my upcoming job application at [Company Name]. I believe your insights into my skills and experiences would greatly enhance my application.

If you are comfortable, could you please provide a reference focusing on my [specific skills or experiences related to the job]? The deadline for submission is [date].

Thank you for considering my request. I truly appreciate your assistance!

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]