

Employee Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a reference for my freelance work. I have recently been presented with an opportunity that requires a professional reference, and I thought of you, given our positive working relationship.

During my time at [Company Name], I had the pleasure of working on [specific projects or duties], where I believe I demonstrated [specific skills or attributes]. Your feedback would be invaluable to me in this next step of my career.

If you are willing, please let me know if you need any information or context regarding the reference. I greatly appreciate your time and support.

Thank you very much for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]