

Professional Reference Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to provide you with an update regarding my professional journey and to express my gratitude for your continued support as a reference.

Since we last connected, I have [briefly outline any new positions, skills, or experiences relevant to your career]. I believe these developments have greatly enhanced my qualifications for [specific career goals or positions].

As I continue to pursue new opportunities, I want to ensure that you are aware of my current endeavors. If asked for a reference, it would be valuable for you to know [any specific points you'd like them to mention].

Thank you once again for your support. I truly appreciate your willingness to vouch for my skills and experiences. Please let me know if you need any more information.

Warm regards,

[Your Name]