

Previous Employment Reference Query

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference regarding my previous employment at [Company's Name] from [Start Date] to [End Date]. I am currently in the process of [job application, background check, etc.], and your insight regarding my time at the company would be invaluable.

If you could kindly provide details on my role, responsibilities, and any accomplishments or skills you observed during my tenure, I would greatly appreciate it. Please feel free to reach out to me if you need any further information or if there is a formal process to follow for references.

Thank you for your time and assistance.

Sincerely,

[Your Name]