

Reference Request for Freelance Projects

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's 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 request a reference for my freelance work as a [Your Job Title/Field of Expertise]. I have had the pleasure of working with you on [Project/Task Name] and believe that your insight into my skills and work ethic would greatly benefit my future opportunities.

If you would be willing to provide a reference, I would truly appreciate it. Your perspective would provide potential clients with valuable context regarding my experience and abilities.

Thank you for considering my request. Please let me know if you need any additional information or if you'd prefer to discuss this over the phone.

Warm regards,

[Your Name]