

# Reference List Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As part of my application for [specific position/networking event], I have attached a reference list for your review.

Enclosed are the details of [number] professional references who can vouch for my skills and work ethic:

- [Reference Name 1] - [Position/Relationship] - [Contact Information]
- [Reference Name 2] - [Position/Relationship] - [Contact Information]
- [Reference Name 3] - [Position/Relationship] - [Contact Information]

Thank you for considering my application and the time you've taken to review my references. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]