

# Performance Reference Request

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Employer's Name],

I hope this message finds you well. I am reaching out to request a performance reference as I am currently pursuing new career opportunities. Your insights on my contributions and skills would greatly assist in my job search.

During my time at [Company Name], I enjoyed working on [specific projects or responsibilities], and I believe that your perspective would provide a valuable understanding of my work ethic and abilities.

If you are willing to provide a reference, please let me know if you would prefer a phone call or an email communication. I would be happy to provide you with any additional context or information that you may need.

Thank you for considering my request. I appreciate your support and guidance during my time at [Company Name].

Sincerely,

[Your Name]