

# Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to kindly ask if you would be willing to provide a professional reference for me as I pursue new opportunities in my career.

During my time at [Company's Name], I greatly valued your guidance and support, and I believe you can speak to my skills and contributions. I am applying for [specific position or opportunity] and your reference would be incredibly helpful.

If you are comfortable providing a reference, please let me know if you need any additional information or if there are specific points you would like me to highlight. I understand you are busy, so I truly appreciate your time and consideration.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]