Request for Employer Reference

[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 formally request a reference as I pursue a new opportunity that aligns with my career goals.

Working at [Company's Name] has taught me invaluable skills and allowed me to grow both personally and professionally under your guidance. I am seeking to apply for [specific position or opportunity] at [New Company Name], and I believe that my experiences at [Company's Name] would greatly support my application.

If you are comfortable providing a reference, I would be grateful for your assistance. Please let me know if you need any additional information or if there's a convenient time for us to discuss this further.

Thank you very much for considering my request. I truly appreciate your support throughout my career and hope to keep in touch regardless of the path I take.

Sincerely,

[Your Name]