

Reference Request for [Applicant's Name]

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Supervisor's Name]
[Supervisor's Position]
[Supervisor's Company]
[Supervisor's Email]
[Supervisor's Phone Number]

Dear [Supervisor's Name],

I hope this message finds you well. I am reaching out to request a reference from you as I am applying for a new position at [New Company's Name]. Your insight regarding my skills and experiences during my time at [Your Company] would be invaluable to me.

The role requires [briefly outline relevant skills or experiences], and I believe that your perspective on my work ethic and accomplishments could greatly enhance my application.

If you agree to provide a reference, I would be happy to share more details about the position and any specific points you may wish to highlight. I appreciate your consideration and support.

Thank you very much for your time.

Best regards,

[Your Name]