

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Former Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Former Employer's Name],

I hope this message finds you well. I am reaching out to request a reference for my colleague, [Colleague's Name], who is applying for a position at [New Company's Name]. [Colleague's Name] worked with us from [Start Date] to [End Date] in the role of [Colleague's Role].

During that time, I believe you witnessed their dedication and skills firsthand. I would greatly appreciate it if you could provide a reference that reflects their contributions to our team and the impact they had during their tenure with us.

Thank you very much for considering my request. Please let me know if you require any additional information.

Sincerely,

[Your Name]