Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request a professional reference from you regarding my time at [Company Name], where I worked as [Your Job Title] from [Start Date] to [End Date]. I am currently in the process of [explain the reason, e.g., applying for a new job, pursuing a graduate program], and I believe that a reference from you would provide valuable insight into my skills and contributions.

During my time at [Company Name], I enjoyed working under your guidance and learned a great deal about [mention specific skills or experiences]. Your perspective would be incredibly beneficial in highlighting my strengths to potential employers or academic programs.

If you would be willing to provide a reference, please let me know, and I will ensure to provide you with any necessary details regarding the position or program I am applying for. Thank you very much for considering my request.

Looking forward to your positive response.

Best regards,

[Your Name]