

Reference Request

Dear [Reference's Name],

I hope this message finds you well. I wanted to take a moment to thank you for your support during my recent interview for the [Job Title] position at [Company Name]. I truly appreciated your guidance and advice throughout the process.

As part of the final evaluation, the hiring team has requested references from past colleagues and mentors. I would be incredibly grateful if you could provide a reference for me. Your insight into my work ethic and skills would be invaluable in assisting my application.

If you agree, I would be happy to provide any additional information you might need or discuss this further at your convenience. Thank you once again for your ongoing support.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]