

Reference Request

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to request your support as a reference in my application for the [Job Title] position at [Company Name]. I have recently interviewed for this role, and I believe that your insights about my skills and experiences would greatly benefit my candidacy.

During my time at [Previous Company or Organization], I had the pleasure of working with you on [specific project or task], and I appreciate the valuable lessons I learned under your guidance. Given the nature of the position I have applied for, I think your perspective would be particularly relevant.

If you are willing and available, the hiring manager may reach out to you in the coming days. Please let me know if you need any additional information or if you have any concerns.

Thank you very much for considering my request. I truly appreciate your help!

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]