

# Reference Request Letter

Dear [Reference's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for me as I pursue a position with [Company Name]. I recently had an interview for the [Job Title] role, and they have expressed interest in speaking with my references.

Your insight into my skills and experiences would greatly support my application, as you are familiar with my work at [Previous Company or Project]. If you agree, the hiring manager may reach out to you directly, and I will ensure to keep you updated on the progress of my application.

Please let me know if you are comfortable providing this reference. I truly appreciate your support and guidance throughout my career.

Thank you very much!

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]