

Personal Reference Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Their Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance as a personal reference for my job applications. I am applying for [specific position or type of job], and I believe your perspective on my skills and experiences would greatly benefit my candidacy.

During our time working together at [Company/Organization Name], I appreciated your insights and mentorship, and I think you could provide valuable context regarding my [specific skills, work ethic, or accomplishments].

If you're willing to help me, I would be happy to provide more details about the positions I am applying for or any other information you might need. Thank you for considering my request, and please let me know if you need any additional details.

Best regards,

[Your Name]