Project Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am currently preparing for a series of research presentations related to [Brief Description of Your Project/Research Topic]. During the course of my work, I had the privilege of working with you on [Brief Mention of the Collaborative Work/Project].

To enhance my presentations and provide credible references, I would greatly appreciate it if you could provide a reference regarding my contributions to the project. Your feedback would be invaluable in demonstrating the impact of my work and collaboration.

If you agree, I would be happy to provide you with any information you might need to assist in writing the reference. Thank you very much for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]