

# Military Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a military reference as I pursue employment opportunities in [insert field/industry]. During my time in the [insert military branch], I had the privilege of serving under your leadership as [insert position or role].

As I transition into the civilian workforce, a reference from you would provide invaluable insight into my skills, work ethic, and commitment. If possible, I would greatly appreciate your support by providing a reference for me during my job applications.

Thank you very much for considering my request. Please let me know if you need any further information or if there's a convenient time for us to discuss this matter.

Sincerely,

[Your Name]