

Military Reference Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Rank/Title] currently serving in the [Your Unit/Branch of Military]. I am reaching out to request your assistance with a reference as I transition into the industry following my military service.

As I seek opportunities in [Industry/Field], I believe that a reference from you, given your esteemed position in the field and our previous interactions, would greatly enhance my endeavor. My experiences in the military have equipped me with a unique skill set that I am eager to apply in a civilian capacity.

If you are willing to provide a reference, I would be more than happy to share my current resume and any additional information that may assist you in this process. I truly appreciate your consideration and support.

Thank you for taking the time to read my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[LinkedIn Profile URL (if applicable)]