

# Visa Application Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Reference's Name]

[Reference's Position/Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am in the process of applying for residency in [Country/Region] and am required to provide personal references as part of my visa application. I am writing to kindly ask if you would be willing to act as a reference on my behalf.

As you know, I have [briefly explain your relationship, e.g., worked together at a company, known each other for a number of years, etc.], and I believe that your insights into my character and professional achievements would greatly benefit my application.

The reference may be contacted to verify my background, work experience, and/or character. If you agree, I will provide your contact information to the visa processing authorities. Please let me know if you need any further information or if you would prefer to discuss this over the phone.

I greatly appreciate your consideration of my request and your support in this matter. Thank you in advance for your help!

Best regards,

[Your Name]