

Reference Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference inquiry as part of my application for the [Job Title] position with [Department/Agency Name]. I believe that your insights regarding my qualifications and work ethic would greatly support my candidacy.

During my time at [Previous Employer/Institution], I had the opportunity to [briefly describe your role and relevant experiences]. I am committed to continuing this trajectory in a public service role, and your feedback would be invaluable to my application.

If you could provide your assessment of my skills and experiences, I would greatly appreciate it. Please let me know if you need any further information or if a formal response is necessary.

Thank you for your time and consideration. I look forward to your reply.

Sincerely,

[Your Name]