

Performance Review Reference Request

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request a reference for my recent freelance project that I completed with you on [Project Name/Description]. As I seek to further my professional opportunities, I believe your insights into my work would provide valuable context to potential clients.

During our collaboration, I aimed to [mention key contributions or achievements], and I hope that my efforts met your expectations. If you could share your experience working with me and highlight any specific aspects of my performance, it would be greatly appreciated.

Please let me know if you would be willing to provide this reference. Thank you for considering my request, and I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Website]