

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance as a reference for my upcoming job application at [Prospective Employer's Name]. As part of the application process, they have requested a performance review reference, and I immediately thought of you based on our time working together at [Your Current/Previous Company].

During my tenure at [Your Current/Previous Company], I believe I demonstrated [mention key skills or contributions relevant to the new job], and your insight into my work would provide a comprehensive view of my capabilities.

If you agree to serve as my reference, I would be more than happy to provide any additional information you may need, including details about the position I am pursuing. The hiring manager may reach out to you directly, so I appreciate your support in advance.

Thank you for considering my request. I greatly value your endorsement and hope to hear from you soon.

Warm regards,

[Your Name]