

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

## **Subject: Relocation Reference Request**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a personal reference as I prepare for my upcoming relocation to [New Location]. Your insight and perspective on my character and work ethic would be invaluable in helping me secure a new position in the area.

Having worked together at [Company/Organization Name] for [duration], I believe you can provide potential employers with an understanding of my skills and contributions. If you agree, I would be grateful if you could share your thoughts on my professionalism, adaptability, and teamwork.

Please let me know if you would be comfortable serving as a reference and if you require any additional information from me. I appreciate your time and support in this matter.

Thank you very much for considering my request.

Sincerely,  
[Your Name]