

# Relocation Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference regarding my professional licensing as I prepare for my upcoming relocation to [New Location].

As a [Your Profession/Title], I am seeking to ensure a smooth transition in meeting the local licensure requirements. A reference from you regarding my qualifications and experiences would greatly assist in this process.

If you agree, please feel free to include any specific examples of my work that you believe would support my application.

Thank you for considering my request. I appreciate your time and support.

Best regards,

[Your Name]