

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company 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 recent relocation as part of my visa application process. My relocation took place on [Date of Relocation] due to [brief reason for relocation].

Your support in providing a written reference detailing my employment history and character would greatly enhance my application's strength. If you could please address the following points, it would be extremely helpful:

- Duration of my employment with [Company Name]
- My role and responsibilities
- My performance and contributions to the team
- Any other comments that you feel would be relevant

I understand that you have a busy schedule, but if you could provide this reference by [specific date], it would be greatly appreciated. Thank you very much for considering my request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your support.

Sincerely,  
[Your Name]