

Reference Request

Date: [Insert Date]

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to request your assistance in providing a reference for me as I pursue a new short-duration contract opportunity.

During our time working together at [Company Name], I had the pleasure of [briefly describe your role and contributions]. Your perspective on my work ethic, skills, and effectiveness would be invaluable for potential employers.

If you agree, please let me know if I can provide your name and contact information for this reference. The potential employer may reach out to you shortly.

Thank you very much for considering my request. I truly appreciate your support!

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]