

Reference Request for Temporary Employment

Date: [Insert Date]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a reference for a temporary position I am applying for at [Company Name]. The role requires qualities and skills that I believe you can speak to based on our previous experiences together.

The position involves [brief description of the job responsibilities], and I am excited about the opportunity to apply my skills in [mention relevant skills or experiences]. Your insights into my work ethic and accomplishments would be invaluable to my application.

If you are comfortable providing a reference, the hiring manager may contact you at [insert contact details, e.g., phone number or email address]. I have also attached a brief outline of my recent activities and relevant projects to assist you.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]