

# Relocation Abroad Reference Request

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As part of our business expansion plans, we are considering relocating our operations abroad and would greatly appreciate your support in providing a reference regarding our previous collaborations.

Your insights into our working relationship and your experience with [Your Company] would be invaluable in conveying our commitment to excellence and growth.

Please let me know if you require any additional information or if there are any forms we need to complete to facilitate this request. I look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]