

Request for Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request a professional reference from you for an employment opportunity that requires relocation to [Country/City].

As you know, I have [briefly state your experience with the recipient or how you worked together], and I believe your perspective on my skills and work ethic would be invaluable.

The position is with [Company Name] as a [Job Title], and it involves [briefly describe the job responsibilities or its significance]. Your endorsement would greatly enhance my chances of securing this role.

If you agree to provide your reference, I will make sure to keep you informed about the process. Thank you very much for considering my request. I truly appreciate your support.

Best regards,

[Your Name]

[Your Contact Information]