

Reference Request for Job Transfer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company 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 as I prepare for my upcoming relocation abroad for a job transfer opportunity with [New Company/Organization Name]. As you know, I have greatly enjoyed my time at [Current Company Name] and have learned a lot under your guidance.

My experience in [Your Current Role/Position] has equipped me with valuable skills that I believe will be beneficial in my new role. A reference from you would greatly enhance my application and help me in this transition.

If you are willing to provide a reference, I would be happy to provide any additional information you may need. Thank you very much for considering my request. I truly appreciate your support.

Best regards,
[Your Name]