

# Reference Request for Relocation Abroad

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization 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 letter as I am preparing to relocate abroad for personal reasons. Your support in this matter would be incredibly valuable to me.

Having worked together at [Company/Organization Name] for [Duration], I believe you can provide insight into my skills, work ethic, and contributions. A reference from you would greatly enhance my applications as I seek new opportunities overseas.

If you are willing, I would be happy to provide you with any information you might need regarding my experiences or the specific attributes I'd appreciate you highlighting in the reference.

Thank you very much for considering my request. I understand you have a busy schedule, but your assistance would mean a lot to me during this transition.

Looking forward to your positive response.

Warm regards,  
[Your Name]