

Reference Request for Credit Analyst Position

Date: [Insert Date]

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

[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 your assistance in providing a reference for me as I apply for a Credit Analyst position at [Company Name]. Having worked together at [Previous Company Name], I believe you can provide valuable insight into my skills and experience.

During our time together, I gained considerable experience in analyzing credit data and financial statements, assessing risk factors, and contributing to informed lending decisions. Your perspective on my work ethic and analytical abilities would greatly support my application.

The deadline for submitting references is [Date]. If you agree, I will provide further details and instructions on how to submit your reference. Thank you very much for considering my request, and please let me know if you need any more information.

Best regards,

[Your Name]