

# Reference Request for Customer Service Representative Role

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my application for the Customer Service Representative position at [Company Name]. I have enjoyed my time as part of [Bank Name] and truly appreciate the skills and experience I gained during my tenure.

Your insight into my work ethic and contributions to the team would provide significant value to my application. If you are willing, I would greatly appreciate your support in providing a reference at your earliest convenience.

Thank you for considering my request. If you need any additional information, please feel free to reach out.

Sincerely,

[Your Name]