

Reference Request

Date: [Insert Date]

To: [HR Manager's Name]

[Company's Name]

[Company's Address]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request a reference for [Employee's Name], who worked at [Company's Name] as a [Employee's Job Title] from [Start Date] to [End Date].

As [Employee's Name] is applying for [New Position or Opportunity], I believe your insights regarding their work ethic, skills, and contributions would be invaluable to their application process.

If you could provide a reference by [Deadline], I would greatly appreciate it. Please feel free to reach me at [Your Contact Information] should you require any further details.

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]