

# Reference Request for [Your Name]

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to request a professional reference from you as I am currently applying for an HR role at [Company Name]. Your insights about my skills and work ethic would be invaluable to my application.

During our time working together at [Previous Company/Organization], I appreciated your support and guidance, and I believe you can provide a balanced perspective on my capabilities.

If you agree, I would be happy to provide any details about the position or refresh your memory about specific experiences we shared.

Thank you very much for considering my request. Please let me know if you need any further information.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]