

# Reference Inquiry Letter

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request your assistance as a reference for my recent application for an HR position at [Company Name]. I have always valued your opinion and believe that your insights would greatly enhance my candidacy.

The role requires strong skills in employee relations, recruitment, and conflict resolution, which I have developed during my time at [Previous Company/Experience]. I would greatly appreciate it if you could speak to my qualifications and experiences when contacted by the hiring team.

If you agree, I will keep you informed about the timeline of my application and any specific details you might need to provide a reference.

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

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]