

# Reference Request for IT Consultant Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a reference regarding my candidacy for the IT Consultant position at [Company Name]. Having worked together at [Previous Company Name] in the capacity of [Your Position], I believe you could provide valuable insights into my skills and work ethics.

During our time together, I contributed to [Briefly describe a relevant project or achievement], which I believe highlighted my capabilities in IT consultancy. Your perspective on my performance would greatly assist in presenting my qualifications to the hiring team.

If you are willing, I can provide further details about the position and the specific skills they are looking for. Please let me know if you need any additional information or context.

Thank you very much for considering my request. I greatly appreciate your support and look forward to your response.

Best regards,

[Your Name]