

Request for Job Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a reference for me as I am applying for a Marketing Specialist position at [Company Name].

During my time at [Previous Company Name], I gained valuable experience in [specific skills or projects] that I believe will be beneficial for this new role. Your insight into my skills and work ethic would be greatly appreciated and would certainly enhance my application.

If you are willing, I would be happy to provide additional details about the position or discuss it further at your convenience.

Thank you for considering my request. I truly appreciate your assistance and support.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]