

# Job Reference Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance as I pursue a new opportunity as a Product Manager at [Target Company Name]. Having had the pleasure of working together at [Your Previous Company Name], I believe your insights into my skills and contributions would greatly enhance my application.

During our time together, I was responsible for [Briefly describe key responsibilities or projects], and I valued the experience I gained under your leadership. I would be grateful if you could provide a reference highlighting my contributions and abilities.

If you are willing, I would be happy to provide you with more information about the role and the specific skills that the new position entails. Additionally, please let me know if you need any further details or if there's anything I can do to make the process easier for you.

Thank you very much for considering my request. I appreciate your support and guidance throughout my career.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]