

# Professional Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Reference's Name]

[Reference's Position]

[Reference's Company]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to kindly request your assistance as I am currently applying for a Project Manager position at [Company Name] and would greatly appreciate it if you could serve as a professional reference for me.

During our time working together at [Previous Company/Project], I valued your insights and leadership greatly. I believe that your perspective on my skills in project management, team coordination, and effective communication would provide an impactful endorsement to my application.

If you agree, I will ensure to provide you with all the necessary details regarding the position and the company. An email or a brief phone call from you would make a significant difference in my application.

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

Best regards,

[Your Name]