

# Reference Request for [Project Manager's Name]

[Your Name]

[Your Position]

[Your Company Name]

[Your Email Address]

[Your Phone Number]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Project Manager's Name], who has applied for [specific position or opportunity] at [Company Name]. As their [Your Relation to the Project Manager, e.g., colleague, supervisor], I believe your insights would provide valuable context to their work ethic and skills.

During their time working on [specific project or responsibility], [Project Manager's Name] demonstrated exceptional [list relevant skills or qualities, e.g., leadership, project management, communication]. Your perspective on their contributions and performance would be greatly appreciated.

If you are willing to provide a reference, please let me know your availability for a brief conversation or if you prefer to respond via email.

Thank you for considering this request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]