

Reference Letter Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter from you as I am applying for a Project Manager position at [Company Name]. I believe your insights regarding my skills and experiences would greatly enhance my application.

During my time at [Your Previous Company/Project], I had the opportunity to [mention specific experiences, responsibilities, or achievements that are relatable to the project manager role]. Your guidance during [specific project or task] significantly contributed to my growth and expertise in project management.

If you are willing, I would appreciate it if you could highlight my [mention specific skills or attributes, e.g., leadership, communication skills, etc.] in your letter. I understand you have a busy schedule, and I am more than happy to provide any information or assistance you might need to make this process easier.

Thank you for considering my request. I truly value your support and mentorship throughout my career. Please let me know if you are able to assist with this request.

Warm regards,

[Your Name]