

Reference Request for Project Manager Role

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's 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 a reference from you as I am currently applying for a Project Manager position at [Company Name]. Given our experience working together on [specific project or timeframe], I believe your insights would be invaluable to my application.

As you know, during my tenure at [Previous Company Name], I was involved in [briefly describe your role and responsibilities]. Your perspective on my abilities in managing projects, leading teams, and achieving results would greatly enhance my candidacy.

If you feel comfortable providing a reference, I would be happy to send you my updated resume and any additional information you may need. The application deadline is [insert date], so any response before then would be greatly appreciated.

Thank you very much for considering my request. I truly value your support and guidance.

Best regards,

[Your Name]