

# Request for Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support in providing a reference for me as I apply for a Project Management role at [Company Name].

During my time working with you at [Your Previous Company/Project], I had the privilege of developing my project management skills, particularly in [specific skills or experiences]. I believe that your insight into my work ethic and contributions would greatly benefit my application.

If you agree to serve as a reference, I would be happy to provide you with any additional information about the role or the company. Please let me know if you are comfortable with this, and I would be truly grateful for your assistance.

Thank you very much for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]