

Request for Reference

Dear [Referee's Name],

I hope this message finds you well. I am writing to request your assistance as I pursue a Project Manager position at [Company Name]. I believe that your insights into my skills and experiences would greatly enhance my application.

During our time working together at [Previous Company/Project], I had the opportunity to develop crucial skills in project management, strategic planning, and team leadership. Your perspective on my work ethic and capabilities would be invaluable for the hiring team.

If you are comfortable providing a reference, I would greatly appreciate it if you could highlight my strengths in [specific skills or experiences relevant to the job]. The hiring manager may reach out to you for a conversation, and I will ensure to keep you updated on the progress of my application.

Thank you very much for considering my request. Please let me know if you need any further information or if there is a particular format you would prefer for the reference.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]