

Reference Request for [Participant's Name]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Participant's Name], who recently participated in our [Workshop Name/Details] held on [Date].

[Participant's Name] demonstrated exceptional skills and commitment during the workshop, and we believe that your insight could greatly support their application for [specific program or opportunity].

Please share your perspective on [Participant's Name]'s abilities, work ethic, and any notable contributions they made during the workshop. Your input will be invaluable in helping us assess their readiness for this next step in their career.

Thank you very much for considering this request. If you have any questions or need additional information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]