

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Background Reference Request

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request your assistance as a reference for a Public Relations position I am currently pursuing at [Company/Organization Name]. The hiring team is interested in gathering insights about my skills and experience in the field.

During my time at [Your Previous Company/Organization], I had the privilege of collaborating with you on [specific project or task]. Your perspective would be invaluable to my application, and I believe your insights could truly highlight my strengths in public relations.

If you agree, I would appreciate if you could speak to my [mention relevant skills or experiences, e.g., communication skills, crisis management, teamwork]. The reference call may take place sometime within the next few weeks, and I will ensure to inform you in advance.

Thank you very much for considering my request. Please feel free to reach out if you need more details about the position or if there's anything else I can provide.

Looking forward to your positive response.

Best regards,

[Your Name]