

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization 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 for [Candidate's Name], who has applied for a position within our Public Relations team at [Your Company]. Given your professional relationship with [Candidate's Name], your insights would be invaluable in assisting us with our decision-making process.

Specifically, we are interested in learning about [Candidate's Name]'s skills in communication, teamwork, and project management as they pertain to their work in public relations. Any examples of their contributions to campaigns or projects would also be greatly appreciated.

Thank you in advance for your time and assistance. Please feel free to respond to this email or contact me directly at [Your Phone Number]. We are eager to hear your thoughts.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]