

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to serve as a peer reference for me as I pursue a marketing position with [Company Name]. I believe your insights into my skills and work ethic would provide valuable support to my application.

During our time working together at [Previous Company/Project], I appreciated your perspective on marketing strategies and enjoyed collaborating on [specific project or task]. I believe that your understanding of my abilities in [specific skills or achievements relevant to marketing] would greatly enhance your reference.

If you agree, I would be happy to provide you with any additional information about the position or my qualifications. Please let me know if you have any questions or if you need further details.

Thank you for considering my request. I genuinely appreciate your support.

Warm regards,

[Your Name]