

# Job Application Reference Request

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a reference as I am currently applying for a [Job Title] position at [Company Name].

During my time at [Your Previous Company/Organization], I had the opportunity to work closely with you on [mention a project or responsibility]. I believe that your insights and perspective would greatly benefit my application.

If you are open to providing a reference, I would be incredibly grateful. The position is focused on [briefly describe the job responsibilities or skills relevant to reference], and I feel that your endorsement would highlight my capabilities well.

Please let me know if you need any additional information or if there are any forms I should provide. Thank you very much for considering my request.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]