

# Job Reference Inquiry

Date: **[Insert 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 writing to inquire if you would be willing to provide a reference for me. I am currently seeking new employment opportunities and believe that your insights on my professional skills would be invaluable to potential employers.

During my time at [Previous Company Name], I greatly appreciated your guidance and support, particularly in [mention specific projects or skills]. I feel that you could provide potential employers a comprehensive view of my skills and work ethic.

If you agree, I would be happy to inform you of the positions I am applying for and any specific points that I think would be beneficial to highlight.

Thank you very much for considering my request. I truly appreciate your support and guidance throughout my career.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]