

Subject: Follow-Up on Reference Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for a reference regarding my application for the [Job Title] position at [Company Name]. I wanted to ensure that my request has been received and to see if you might need any further information.

I appreciate your support and guidance as I pursue this opportunity. If you require details about the position or my experience, please do not hesitate to ask.

Thank you once again for your assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]