

Work Reference Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a work reference as I pursue new career opportunities. I believe that your insights on my work performance and professional conduct while I was employed at [Company Name] would be invaluable in helping me secure a position.

If you are willing to provide a reference, I would greatly appreciate it. Please let me know if you require any further information or if there is a convenient time for us to discuss this.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]