

Letter of Appeal for Personal Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to seek your support as I pursue [specific career opportunity or position] at [Company Name]. I believe that your insight into my work ethic and skills would provide a valuable reference.

During my tenure at [Previous Company/Organization], I had the privilege to work alongside you on [specific project or task], where I developed [specific skills]. Your perspective on my contributions would significantly enhance my application.

I would greatly appreciate it if you could provide a personal reference on my behalf. I understand you have a busy schedule, but if you are willing to assist, please let me know if there is any information or details you would need from me.

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

Sincerely,

[Your Name]