

Letter of Inquiry for Professional Reference Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to inquire if you would be willing to serve as a professional reference for me. I am currently in the process of [applying for a new position, seeking a promotion, etc.], and I believe your insight into my skills and work ethic would greatly benefit my application.

During my time at [Company/Organization where you worked together], I appreciated your guidance on [specific project or task], and I am hopeful that your perspective on my contributions would provide valuable context to potential employers.

If you are open to it, I would be more than happy to provide any additional information you might need about the positions I am applying for or to discuss this further at your convenience.

Thank you very much for considering my request. I appreciate your time and support.

Best regards,

[Your Name]