# Work Reference Request

Date: [Insert Date]

To: [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 writing to request a work reference as I am pursuing new opportunities in the reseller market. Your insights regarding my skills and performance during my time with [Previous Company Name] would be invaluable to potential employers.

During my tenure, I was responsible for [briefly describe responsibilities or achievements]. I believe that your perspective on my work ethic and contributions could greatly assist me.

Thank you in advance for considering my request. Please let me know if you need any additional information or if you would be willing to discuss this further.


Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]