

Letter Template: Afterthought on Reference Provision

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

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 wanted to take a moment to follow up on our recent discussion regarding my reference provision.

After reflecting on our conversation, I realized that I should mention [specific details or thoughts about the reference provision]. I believe this could be beneficial and provide further clarity on [related matters].

Please let me know if you require any additional information or if there's anything else I can assist you with regarding this matter.

Thank you for your attention to this oversight, and I look forward to your response.

Sincerely,

[Your Name]