

Subject: Friendly Reminder: Pending Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you about the reference I requested on [date of request]. I understand that you may have a busy schedule, but your feedback would be greatly appreciated.

If you need any additional information or assistance, please feel free to reach out. Thank you once again for your support!

Best regards,

[Your Name]

[Your Contact Information]