

Professional Reference Appeal

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support in providing a professional reference as part of my application for [specific position or opportunity] at [Company/Organization Name].

Over the past [duration], I have had the privilege of working under your guidance in [specific context or project]. Your insight into my skills and contributions would provide invaluable support to my application.

I believe this new opportunity aligns perfectly with my career goals and allows me to advance my skills in [specific area]. Your endorsement would greatly strengthen my candidacy and help potential employers understand the impact I could make in this role.

If you agree, I would appreciate your comments on my performance and contributions during our time together, particularly in relation to [specific achievements]. Should you require any additional details or updates about my recent experiences, I would be happy to provide them.

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

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]
[Your LinkedIn Profile (if applicable)]