

Support Request for Job Reference

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a job reference for me as I pursue a new opportunity at [Company Name]. Your insight into my skills and experiences during my time at [Your Previous Company] would be invaluable.

If you are willing, I would be happy to provide you with any additional information about the position or discuss what I hope to achieve in this new role.

Thank you for considering my request. I appreciate your time and assistance.

Sincerely,

[Your Name]

[Your Contact Information]