

# Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Reference's Name]

[Reference's Position]

[Reference's Company]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am excited to share that I have received a job offer from [Company Name] for the position of [Job Title]. As part of their hiring process, they require references from former colleagues and supervisors.

I am reaching out to ask if you would be willing to serve as a reference on my behalf. Your insights into my skills and work ethic would greatly enhance my chances of securing this position.

If you are willing, I would appreciate it if you could provide a reference by [insert date]. Please let me know if you need any additional information or if there are any particular details you would like me to provide.

Thank you very much for considering my request. I truly appreciate your support.

Sincerely,

[Your Name]