

Partnership Reference Letter Request

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference letter to support our proposal for a partnership between [Your Company] and [Recipient's Company]. Having had the privilege to work with you on [mention any relevant projects or engagements], I believe your insights would greatly enhance our credibility.

The partnership aims to [briefly describe the purpose of the partnership and its goals]. Your experience and perspective would provide invaluable context and reassurance to our potential partners.

If you could include details about [mention any specific points you want included, such as previous collaborations, strengths, or outcomes], it would be greatly appreciated. I am happy to provide any additional information or context you might need.

Thank you for considering this request. I appreciate your support and look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]