

Thank-You Letter Template for Personal Reference Request

Below is a sample thank-you letter for a personal reference request. Feel free to personalize it as needed.

Your Name

Your Address

City, State, ZIP Code

Email Address

Date

Recipient's Name

Recipient's Address

City, State, ZIP Code

Dear [Recipient's Name],

I would like to express my sincere gratitude for agreeing to provide a personal reference on my behalf. I truly appreciate your willingness to support my application for [describe the opportunity, e.g., a new job, academic program, housing, etc.], especially considering your busy schedule.

Your recommendation and kind words about my character and abilities mean a great deal to me. Knowing that I have your support gives me added confidence as I pursue this next step. Thank you for taking the time to share your insights and for your continued encouragement.

Please let me know if you need any additional information from me. Once again, thank you so much for your valuable assistance.

Sincerely,

[Your Name]

Tip: Send your thank-you letter promptly after the reference has been provided, and personalize it with specific details for a more meaningful touch.