

Formal Reference Request Letter Sample for Job Application

A **formal reference request letter sample for job application** is a professional template designed to help job seekers politely ask former employers, colleagues, or mentors for a reference. This letter typically includes a clear statement of purpose, the job position being applied for, and a courteous request for support in the form of a recommendation. Utilizing such a sample ensures that the request is respectful, concise, and effective, thereby increasing the chances of receiving a positive endorsement to strengthen a job application.

Sample Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Referee's Name]
[Referee's Position or Title]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]
Dear [Referee's Name],
I hope this letter finds you well. I am writing to kindly request your support by serving as a reference for me as I apply for the position of [Job Title] at [Company Name]. During my time working with you at [Previous Company], I gained valuable experience and skills that I believe will be beneficial for the role I am applying for. Given your familiarity with my work ethic and professional skills, I believe you could provide valuable insights into my qualifications and character. If you are comfortable doing so, I would greatly appreciate a reference. Please let me know if there is any additional information you need regarding the position or my recent work history. I understand you are busy, and I truly appreciate your time and consideration.
Thank you very much for your support.
Sincerely,
[Your Name]