

Professional Reference Request Letter Template (Formal)

This professional reference request letter template formal is designed to help individuals politely and clearly request a professional reference from a former employer, colleague, or mentor. The template includes a structured format with a respectful greeting, a concise explanation of the purpose of the request, details about the job or opportunity being applied for, and a courteous closing. It serves as an effective communication tool to maintain professionalism while seeking support in career advancement through credible and positive recommendations.

Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient Name],
I hope this message finds you well. I am reaching out to kindly request your support in serving as a professional reference for me. I am in the process of applying for the position of [Position] at [New Company/Project/Context]. Having had the opportunity to work with you at [Previous Company/Project/Context], I highly value your insights regarding my performance and contributions. If you feel comfortable, please let me know if you require any additional information regarding the position or my professional achievements to assist with your reference. I deeply appreciate your time and consideration.
Thank you very much for your support.
Sincerely,
[Your Name]

Tips for Using This Template

- Personalize the letter with specific names, job titles, and relevant experiences.
- Keep your tone polite, professional, and considerate of the recipient's time.
- Provide details about the opportunity you are pursuing and why you value their endorsement.
- Offer to provide additional information if needed.