

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 [Job Title] at [Company Name].
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 providing a reference, it would greatly assist me in my application process.
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 support.
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.