

## Letter Template: Guidelines for Choosing a Professional Reference for a Recommendation Letter

When selecting a professional reference for a recommendation letter, it is essential to choose someone who can provide a detailed and positive account of your skills, work ethic, and accomplishments. Ideally, this should be a current or former supervisor, manager, or colleague familiar with your professional achievements and character. The reference should have firsthand experience working with you, be reliable, and willing to offer a strong endorsement. Additionally, it is helpful to inform the reference about the purpose of the letter and provide relevant information to ensure their recommendation aligns with the position or opportunity you are pursuing. Following these **guidelines for choosing a professional reference** can greatly enhance the impact of your recommendation letter.

### Sample Letter Template Requesting a Professional Reference

Below is a template you can use to request a recommendation letter from a professional reference:

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**Subject:** Request for Recommendation Letter

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a recommendation letter on my behalf for [specific position, program, or opportunity]. Having worked with you at [company/organization name], I believe you have a strong understanding of my skills and work ethic.

If you agree, I would be happy to provide any additional information to help you tailor the letter to the requirements of the role. Please let me know if you need any details or documents from me.

Thank you very much for considering my request.

Sincerely,

[Your Name]

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- Choose someone who knows your professional accomplishments well.
- Inform them about the specific position or opportunity.
- Provide them with relevant details to help them write a strong letter.
- Express gratitude for their time and support.