

# Request For Reference Letter From Employer

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Employer's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Reference Letter

Dear [Employer's Name],

I hope this letter finds you well. I am writing to request a reference letter from you to support my career aspirations and future endeavors. I have truly enjoyed my time working at [Company/Organization Name], and I am grateful for the valuable experiences and opportunities I have gained during my tenure here.

As you are aware, I am planning to explore new professional horizons and pursue [mention your specific career goals or plans]. A strong reference letter from you, highlighting my skills, accomplishments, and contributions during my time at [Company/Organization Name], would be a significant asset in my job search and academic applications.

If you would be kind enough to provide me with a reference letter, I would greatly appreciate it.

Please feel free to include any specific projects I worked on, my responsibilities, my ability to work with colleagues and clients, and any notable achievements or skills that you believe would make me a strong candidate in my future pursuits.

I understand that you may have a busy schedule, and I would be more than happy to provide any

necessary information or details to assist you in composing the reference letter. You can reach me via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you for your time and consideration. I genuinely value the experiences and mentorship I have received at [Company/Organization Name], and I am looking forward to staying connected even as I move forward in my career.

Sincerely,

[Your Name]