## **Provisional request for reference letter**

Dear [Employer Name],

I am in the process of applying for [Position/Program] and would like to request a provisional reference letter based on my role as [Your Job Title] at [Company Name].

Your early feedback would be extremely helpful while my application is under review. I would be happy to provide any supporting documents you may need.

Thank you for your consideration.

Best regards,

[Your Name]

## Get more templates here:

 $\underline{https://www.letters and templates.com/letters/request-for-reference-letter-from-employer}$