

Formal request for reference letter from employer

Dear [Employer Name],

I hope this message finds you well. I am writing to request a reference letter regarding my tenure at [Company Name] as [Your Job Title] from [Start Date] to [End Date].

Your reference will greatly assist me in my application for [Position/Program] and I would deeply appreciate your support. Please let me know if you require any additional information to complete this request.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Contact Information]

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