

Request for reference letter for new job application

Dear [Employer Name],

I am applying for a new position at [Company/Organization Name] and would greatly appreciate it if you could provide a reference letter outlining my professional performance at [Current Company].

Your endorsement of my skills and accomplishments will be instrumental in my application. Please let me know if there is any additional information you require.

Thank you for your support.

Sincerely,

[Your Name]

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