

# SAMPLE REQUEST FOR REFERENCE LETTER

April 7, 20xx

Mr. Someone  
123 Somewhere Lane  
Somewhere, NY 12345

Dear Mr. Someone,

I am writing to request a letter of reference from you for a job application. I would greatly appreciate if you would write a letter including the following information regarding me and my work history:

- How long you have known me
- What you know about my work performance and/or personality
- What people say about my work performance and/or personality
- How well I get along with people.
- My conscientiousness
- My dependability
- Anything else relating to me and/or my work performance

Please use company stationary, if possible, and include your title. I have enclosed a copy of my resume for your reference. Please forward the letter to my address below. Thank you for taking the time to provide a reference for me.

Sincerely,

(Sign your name here)

Your Name  
Your Address  
Your Phone Number