

Reference request letter

Name

Date

Adapt this text.

Problem	Answer	Problem	Answer
1. Opening		3. Practical details	
2. The ask		4. Thanks	

Notes

Answer key – Reference request letter

#	Problem	Answer
1	Opening	I hope you are well. I am applying for [role] at [company]...
2	The ask	Would you be willing to act as a referee and speak about my work on [projects]?
3	Practical details	The employer may contact you by [date]; I can send my CV and the job description.
4	Thanks	Thank you for considering this — I really appreciated working with you.

Notes