[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

As you know, I am searching for a new job. I am pleased with the number of possible opportunities I’ve uncovered. However, in this tight job market, I need more than just a good resume to get my foot in the door. Therefore, I’d like to ask if I may list you as a professional reference when I am applying for jobs.

As my co-worker of [number of years] years, I feel that you are familiar with my skills as a [job title] as well as my enthusiasm for working in the [industry name] industry. You are also familiar with my management and organizational skills, having worked with me on the [Project Name] project.

You can contact me by phone at [phone number] or by email at [email address]. I appreciate your time in considering my request, and I look forward to hearing from you.

Sincerely,

[Your Name]