



Reference request letter template

Dear **[Name of the person giving the reference]**,

I hope this letter/email finds you well. I'm writing to ask if you would be comfortable acting as a reference for a position I'm applying for: It's **[title of position]** and it's at **[name of company - optional]**.

This position involves skills that I believe I developed working at **[name of previous employer]**. I think you're familiar with my experience in this area and could speak to these skills.

To help make this process easier for you, I've outlined some of the projects I worked on at **[name of the company]**. Hopefully this will refresh your memory, and may serve as talking points for you if you are contacted:

- The **[name of project #1]** where I/we **[explain briefly what was achieved]**
- The **[name of project #2]** where I/we **[explain briefly what was achieved]**
- **[List more projects if desired]**

I hope to hear back from you soon — please let me know if I can help fill in any gaps. I greatly appreciate your time and consideration.

Sincerely yours,

[Your name]

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