

Subject: Portfolio Reference Request - [Your Name]

Dear [Recipient Name],

I hope you are doing well.

I am currently updating my creative portfolio and applying for new opportunities as a [Your Job Title, e.g., Graphic Designer]. As we worked together on [Project Name or Company Name], I am writing to ask if you would be willing to provide a professional reference regarding my design work and creative process.

Specifically, I would appreciate it if you could speak to my skills in:

- [Skill 1, e.g., Brand Identity]
- [Skill 2, e.g., Visual Storytelling]
- [Skill 3, e.g., Meeting Deadlines]

If you are comfortable with this, please let me know the best contact information to share with potential employers. I have attached my latest portfolio for your reference to see my recent work.

Thank you for your time and for your support of my creative career.

Best regards,

[Your Name]

[Your Phone Number]

[Your Portfolio Link]