

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]
[Your Portfolio URL]

[Date]

[Client Name]
[Client Title]
[Company Name]
[Company Address]

Subject: Request for Validation of Freelance Creative Work - [Project Name/Reference]

Dear [Client Name],

I am writing to formally request a brief validation or letter of recommendation regarding the creative services I provided to [Company Name] between [Start Date] and [End Date].

As I am currently updating my professional portfolio and credentials, a brief confirmation of the following details would be greatly appreciated:

- The nature of the project: [Brief description of work, e.g., Logo Design, Copywriting, Video Editing]
- My specific role and contributions.
- The successful completion and delivery of the project.

If you are satisfied with the work I delivered, a short statement regarding my professionalism and the quality of the final output would also be incredibly helpful for my future freelance pursuits.

For your convenience, I have attached a draft template that you can simply sign, or I am happy to accept a brief confirmation via email.

Thank you for your time and for the opportunity to work with your team. I look forward to hearing from you.

Best regards,

[Your Signature]

[Your Printed Name]