

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Reference Name]
[Reference Job Title]
[Company/University Name]
[Address]

Subject: Reference Request - [Your Name]

Dear [Reference Name],

I hope you are doing well. I am writing to share that I have recently graduated from [University Name] with a degree in [Degree Name], and I am now working with [Name of Employment Agency] to secure my first professional role in the [Target Industry] field.

As I begin the background screening and placement process, I would like to ask for your permission to list you as a professional reference. Having [worked with you at Company Name / studied under you in Course Name], I believe your perspective on my [mention 1-2 skills, e.g., work ethic, technical skills, or reliability] would be highly valued by potential employers.

If you are comfortable providing a reference, the agency may contact you via phone or email to verify my performance and character. I have attached my current resume for your convenience to provide context on my recent achievements.

Please let me know if you would be willing to support my application. Thank you for your time and for all the guidance you have provided me thus far.

Best regards,

[Your Signature]

[Your Printed Name]