

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

[Date]

[Reference Name]  
[Reference Title]  
[Company Name]

Dear [Reference Name],

I am currently applying for a [Job Title, e.g., Senior Compliance Officer] position with [Prospective Company Name]. As part of their hiring process, they have requested professional references who can speak to my experience in legal and compliance matters.

I am writing to ask if you would be willing to serve as a professional reference for me. Having worked closely with you at [Previous Company Name] as a [Your Previous Role], I believe you could provide valuable insight into my ability to manage regulatory frameworks, conduct legal research, and ensure organizational integrity.

If you are comfortable providing a reference, I will share your contact information with the hiring manager. They may reach out to you via phone or email to discuss my past performance and technical skills.

I have attached my current resume and the job description for your convenience. Please let me know if you require any additional information.

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

Sincerely,

[Your Signature]

[Your Printed Name]