

[Your Full Name]  
[Your Current Job Title]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

I am writing to formally request a professional reference as I pursue a new opportunity for a Corporate Counsel and Compliance Officer position. Having worked closely with you at [Previous Company Name] as [Your Previous Role], I believe you can provide valuable insight into my legal expertise and my approach to regulatory oversight.

The role I am applying for emphasizes the following key areas:

- Developing and monitoring corporate compliance programs.
- Mitigating legal risks and managing internal investigations.
- Drafting and negotiating complex commercial contracts.
- Providing strategic legal advice to executive leadership.

If you are willing to serve as a reference, I would appreciate it if you could speak to my professional integrity, my ability to interpret complex regulations, and my experience in maintaining a culture of ethics and compliance.

I have attached my current resume for your reference. Please let me know if you would be comfortable with a member of the hiring team contacting you via phone or email.

Thank you for your time and for your continued support of my professional development.

Sincerely,

[Your Signature]

[Your Printed Name]