**Professional Reference Request Example**

Dear \_\_\_\_\_\_\_\_\_,

Thank you for taking the time to read and respond to my email. I know you are terribly busy. Thus, I appreciate your assistance.

I am currently applying for the position of TITLE OF POSITION at NAME OF ORGANIZATION with the submission deadline of DATE OF DEADLINE.

If free and willing, I am requesting your professional expertise and assistance to list you as one of my references with my application. For your reference, please find attached my resume and the job description for TITLE OF POSITION.

I plan to submit my application materials on DATE.

I have your contact info as the following:

Name

Professional Title

Place of Employment

Office Street Address

City, State, Zip Code

Office Phone Number

Work Email

Please let me know if this information is correct and if you agree to serve as a reference.

Thank you,

YOUR NAME

**Academic Reference Request Example**

Dear \_\_\_\_\_\_\_\_\_,

Thank you for taking the time to read and respond to my email. I know you are terribly busy. Thus, I appreciate your assistance.

I am currently applying for TITLE OF PROGRAM at NAME OF UNIVERSITY with the submission deadline of DATE OF DEADLINE.

If free and willing, I am requesting your professional expertise and assistance to list you as one of my references with my application. For your reference, please find attached my CV and personal statement for my application.

I plan to submit my application materials on DATE.

I have your contact info as the following:

Name

Academic Title

Place of Employment

Office Street Address

City, State, Zip Code

Office Phone Number

Work Email

Please let me know if this information is correct and if you agree to serve as a reference.

Thank you,

YOUR NAME