

# Reference Request

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

I am developing my personal career portfolio. Based on your familiarity with me, would you feel comfortable with me using you as a personal reference on various job applications?

YES

Your:  
Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Not at this time

Thank you for your time and consideration.

Sincerely,

My address and phone number is:

\_\_\_\_\_  
\_\_\_\_\_