

Reference Letter Sample - Requesting Permission to Use a Reference

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Roger,

I would appreciate your assistance with my job search. I am in the process of relocating to Seattle and I am searching for a position in online media.

With your permission, I would appreciate being able to use you as a reference who can speak to my qualifications, skills, and abilities. Of course, I would advise you when I have given out your name and contact information, so you will know when to expect a call. Please let me know if you would be willing to provide a reference for me.

Advice and suggestions on the best way to conduct my job search would also be appreciated. In addition, if you are aware of any job openings that I might be qualified for, I would appreciate you informing me.

Thank you in advance for your assistance.

Sincerely,

Kris Saddleburg