

Robert Smith
123 Main Street
Anytown, NE 80000

March 13, 2005

Big John
Shop Steward
Big Corporation
7890 Highway One
Miami, Florida 38789

Dear Big John:

I am writing to request a letter of reference from you because it is needed in applying for a new job.

My employment with Big Corporation from March 01, 2002 to December 18, 2004, was a positive experience, and as my immediate supervisor, you are familiar with some my accomplishments. It would be helpful if you could include the following information in your letter: work habits, level of skill, etc.

Please send the letter to Even Bigger Corporation, 987 Access Road, Ft. Lauderdale, FL 34567, to the attention of Betty Green, Human Resources Manager.

Please contact me at the address given above if you have any questions or need additional information.

Thank you in advance for your help and prompt attention to my request.

Sincerely,

Robert Smith

Final Checklist for Employment Reference Request

For: Robert Smith

March 13, 2005

Make It Legal

_____ Sign the letter.

Copies

_____ Keep a copy of the letter for your records.

Reasons to Update

* To request a letter of reference from a different employer.