John Smith

123 Main Street, Anytown, CA 12345 · 111-111-1111 · jsmith@abcd.com

March 1, 20XX

Brian Doe

Manager

ABC Company

123 Business Rd.

Business City, NY 54321

Dear Mr. Doe,

I am writing to ask whether it would be possible for you to provide a reference for me.

As you know, I worked as an Assistant Manager for you between August 1, 2013 and September 1, 2018, during which time I maintained a perfect attendance record and earned high scores on my performance evaluations. If you would be able to attest to my qualifications for employment and to the skills I attained during my tenure at ABC Company, I would sincerely appreciate it.

I am in the process of seeking employment as an Assistant Manager and a positive reference from you would enhance my prospects of achieving my career goals; I need to have my list of references ready to submit by June 18, 20--.

Please let me know if there is any information I can provide regarding my experience to assist you in giving me a reference; I’ve attached my resume for your review. I can be reached at jsmith@abcd.com or (111) 111-1111.

Thank you for your consideration.

Sincerely,

John Smith