Your Name,

Your Address.

E.g. Donald Moore,

Belfast.

Date (Day Month Year) or (Month, Day Year)

E.g. 19 May 1999 (or) May, 19 1999

Name (With Salutation Mr/Ms/Mrs),

Designation,

Company,

Address

E.g. Mr. Kevin Carter,

Project Engineer,

CNBBC Limited,

Belfast, UK.

Dear (Salutation) (Last Name),

E.g. Dear Mr. Carter,

Introduction about yourself- Your Name, Your Designation Remind how you know the person, if you know him. Give a reference as to how you got to know him.

Explain in plain terms the purpose of asking the reference. Write how the person you need the reference for is related to the referral. Mention how the person can help you and if you can return the favor.

Sincerely thank the person in advance for the request.

Closing should be done with “Sincerely”

Signature with designation

E.g. Donald Moore,

If there are enclosures, mention at the end stating the number.

E.g. Enclosures (3)