

Your Address
City, State Zip
Date

Contact's Name
Title
Organization
Address
City, State Zip

Dear (Contact Name):

Thank you very much for your willingness to act as a reference for me in my job search. I place a great deal of trust in your judgment and ability to evaluate critical areas of my abilities and am honored that you will support me in this process.

I will be in contact from time to time to keep you posted on my career research. I will also send a copy of my updated resume to your office as soon as it is ready. I would appreciate any feedback you might provide. I thank you again for your assistance with this important step to my success.

Sincerely,
(Your handwritten signature)
Your name typed

