

***Hunter Dylan Moritz***

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Name of person addressed or sent to

Company (Agency) Name (if applicable)

Company (Agency) Address or residential address

Phone Number (if applicable)

Email (if applicable)

*Dear (Mr, Ms, Mrs, Miss, Dr,) \_\_\_\_\_,*

I hope this message finds you well. I'm writing to ask whether you'd be willing to provide a professional reference in support of my application for the role of \_\_\_ at \_\_\_ in the hopes of obtaining a future career in \_\_\_\_\_.

My time as your (Student, Friend, Coworker)\_\_\_\_\_ at \_\_\_\_\_ in the course(s) (or position) of \_\_\_\_\_ gave you insight into my character, strengths and abilities, and I'd be grateful for your perspective. If you are able to supply this letter, I would like the letter of reference to include your business contact information, including your address, phone number, and email. The reference would be submitted by email as a PDF or Mailed and is due by \_\_\_\_\_ submitted via email to: \_\_\_\_\_ and via USPS at the following address: \_\_\_\_\_.

I understand this will take a great commitment of your time. Please feel free to decline if your schedule doesn't allow it. If you decide to proceed with this request, please note that potential employers may contact you to request your view of me. I truly appreciate your time and consideration regarding this reference request.

Sincerely,

Hunter D. Moritz

*Hunter Dylan Moritz*