**Subject:** Paul Katcher - Reference Request

Dear Joan,

I am in the process of seeking a new position as a software architect and am hoping that you will provide a reference for me.

Having worked with you for many years, I believe that you can provide potential employers with information about my skills that will enhance my chances of getting the job.

I have enclosed an updated copy of my resume. Please let me know if there is additional information that you would need to act as a reference on my behalf.

Thank you very much for taking the time to consider my request.

Regards,

Paul Katcher  
555-123-4567  
paulk@email.com