

Sample Reference Letter Requests
Dan Crishon – Leadership Greater Huntsville Flagship Program

INSTRUCTIONS: See below for a suggested reference letter request. I recommend reading it aloud, and as you do, edit the text to put it in your own voice. Anything in parenthesis should be edited by you before copy/pasting and sending. Suggest sending your 3-page executive resume available for download on your A2 Achieve page.

PROFESSIONAL REFERENCE REQUEST

Subject: Reference request – Leadership Greater Huntsville Flagship

[Salutation of Choice, Name],

I hope you're doing well. I'm reaching out because I'm applying to Leadership Greater Huntsville's Flagship program, and your perspective from our work together at [organization/project] would mean a great deal to me. Would you be willing to provide a brief reference letter in support of my application?

If you're able to help, the submission deadline is [MM/DD/YYYY]. The letter can be submitted via [submission method] at [link or email].

If it's helpful, the committee is especially interested in examples you have personally observed. Topics you could touch on (only if they align with your experience) include:

- How you know me and the context in which we worked together
- How I approach leadership, decision-making, and accountability
- Examples of leading cross-functional teams or navigating complex challenges
- Communication, collaboration, and follow-through under pressure
- Integrity, judgment, and respect for others
- Any community-minded leadership you've seen alongside my professional role

For context only (and feel free to ignore anything that doesn't align with what you've seen), my recent work has included leading cross-functional teams on complex programs, managing high-stakes cost and schedule decisions across large portfolios, and delivering critical milestones while maintaining quality and safety.

I've attached my resume for reference. Thank you for considering this. I know these requests take time, and I truly appreciate your support.

[Closing of choice],

Dan

PERSONAL REFERENCE REQUEST

Subject: Personal reference request – Leadership Greater Huntsville

[Salutation of Choice, Name],

I hope you're doing well. I wanted to reach out because I'm applying to Leadership Greater Huntsville's Flagship program, and I immediately thought of you as someone who knows me beyond just my job title. Would you be willing to write a short personal reference in support of my application?

The deadline is [MM/DD/YYYY], and submission is via [submission method] at [link or email].

If helpful, the committee is looking for insight into the person behind the resume. You might consider touching on:

- How you know me and for how long
- How I show up as a teammate, volunteer, parent, or community member
- Examples of integrity, humility, reliability, or service to others
- How I listen, collaborate, and contribute in group or community settings
- Any leadership you've observed through service, coaching, or involvement

This doesn't need to be formal or long, just an honest reflection based on your experience with me.

Thank you for considering this. Your support would really mean a lot, and I appreciate the time and thought it takes to do something like this.

[Closing of Choice],
Dan

Subject: Reference request for Leadership Greater Huntsville — Flagship

Hi/Good morning/Good evening, etc. [Referee Name],

I hope you're doing well. I'm applying to Leadership Greater Huntsville's Flagship program, and your perspective from our work together at/through [insert name of organization/project here] would carry real weight. Would you be willing to write a brief reference letter in support of my application?

If you're able to help, the deadline is [MM/DD/YYYY]. Submission is [submission method] at [link or email].

Helpful points you could cover (use only what you've personally observed):

- How you know me (role, timeframe, and context)
- Examples of leadership (how I lead people, make decisions, and follow through)
- A specific project or two that shows impact (scope and/or results)
- Skills: communication, accountability, collaboration, problem-solving
- Character: integrity, humility, respect for others, service mindset
- Community involvement you're aware of
- Your contact info in case the committee has follow-up questions

If it's helpful, here are a few examples from my recent work you can reference only if they align with what you've seen:

- Leading cross-functional teams on complex manufacturing and program execution
- Managing high-stakes scope, schedule, and budget decisions (portfolio >\$235M)
- Delivering major production milestones under fixed deadlines while maintaining quality and safety

Two short sample lines you're welcome to adapt:

1) "I have worked with Dan Crishon for [X] years at [organization], and I have consistently seen him lead with calm judgment, clear communication, and deep accountability to the team and the mission."

2) "Dan pairs disciplined execution with a genuine commitment to serving the community; qualities that align strongly with Leadership Greater Huntsville's focus on stewardship."

For your convenience, I've attached my resume and a one-page snapshot of recent projects and community involvement. Thank you for considering this. Your support would mean a lot to me.