

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to authorize you to contact my references as part of the application process for the [Job Title] position at [Company's Name]. I understand that you may reach out to the individuals listed below to discuss my qualifications and professional background.

****References:****

1. [Reference Name]
[Reference Title/Position]
[Reference Company]
[Reference Phone Number]
[Reference Email Address]

2. [Reference Name]
[Reference Title/Position]
[Reference Company]
[Reference Phone Number]
[Reference Email Address]

3. [Reference Name]
[Reference Title/Position]
[Reference Company]
[Reference Phone Number]
[Reference Email Address]

Please feel free to reach out to them at your convenience. Should you require any additional information, do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]