

Subject: Request for Reference

Dear [Reference's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for me as I pursue [specific opportunity, e.g., a new job, graduate school, etc.].

Given our previous experience working together at [mention where you worked together or your relationship], I believe you can provide valuable insights into my skills and work ethic.

If you agree, I would be happy to provide more details about the opportunity and any information that might be helpful for you.

Thank you for considering my request. I greatly appreciate your support.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (optional)]