

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference from you as I pursue [specific position, opportunity, or goal, e.g., a new job, graduate school, etc.].

Having had the pleasure of working with you at [mention where you worked together or the context, e.g., Company Name, Academic Institution], I believe you can provide valuable insights into my [skills, work ethic, contributions, etc.]. The [specific role or program] I am applying for requires qualities such as [list specific qualities or skills], and I feel you could articulate my abilities in these areas effectively.

If you agree to assist me with this, I would be happy to provide additional details regarding the position or program, as well as any specific aspects you might want to highlight in your reference. The deadline for submitting references is [insert deadline], and I have included all necessary information to facilitate the process.

Thank you very much for considering my request. I genuinely appreciate your support and guidance throughout my [career, academic journey, etc.].

Warm regards,

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