

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as I am applying for [specific position/program] at [company/organization name].

During my time at [where you worked/studied together], I valued your support and guidance, and I believe your insight into my skills and work ethic would provide potential employers with a strong endorsement. The application deadline is [insert date], and I would greatly appreciate it if you could provide a reference by then. Please let me know if you need any additional information or if there is anything I can provide to assist you.

Thank you very much for considering my request. I sincerely appreciate your help.

Best regards,

[Your Name]

[Your Job Title/Position, if applicable]

[Your LinkedIn Profile or other relevant link, optional]