

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference for [Name of the person for whom you are requesting the reference], who is applying for [Position/Program/Opportunity] at [Organization/Institution].

[Briefly explain your relationship with the individual and how long you have known them. Mention any relevant achievements or qualities that make them a suitable candidate for the position.]

The [Position/Program/Opportunity] requires [specific skills/qualities], and I believe [Name of the person] possesses these attributes, as demonstrated by [specific examples]. Your insights into [his/her/their] skills would be invaluable to the selection committee.

If you are able to provide a reference, please include your thoughts on [specific aspects you would like the recipient to comment on, if any], along with any other pertinent information you think would support [Name of the person's] application.

Thank you for considering this request. If you have any questions or need additional information, please feel free to contact me at [your phone number] or [your email address].

Best regards,

[Your Name]
[Your Title/Position]
[Your Organization]