

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference regarding my previous employment at [Your Previous Company/Organization Name] from [Start Date] to [End Date]. During my time there, I was [briefly explain your role and responsibilities].

I believe that your insights on my work ethic, skills, and contributions would provide valuable context to potential employers. If you are comfortable, I would greatly appreciate it if you could share a brief reference.

Thank you for considering my request. Please let me know if you need any additional information or if there is a convenient time for us to discuss this further.

Warm regards,

[Your Name]