

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[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 on my behalf for [specific purpose, e.g., a job application, graduate school, etc.]. I have had the pleasure of [describe your relationship, e.g., working together, being mentored, etc.] during [specific time frame or project], and I believe your insight would be invaluable.

If you are willing, I would greatly appreciate if you could speak to [specific qualities, experiences, or accomplishments you'd like highlighted]. The deadline for submission is [date], and I can provide any additional information you may need to assist with this.

Thank you very much for considering my request. Please let me know if you need any further details.

Warm regards,

[Your Name]