

[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 your assistance in providing a reference for me as I pursue [briefly explain the opportunity, e.g., a new job, graduate school application, etc.]. Having had the privilege to work with you at [Company/Organization Name] from [start date] to [end date], I believe you can speak to my skills and experiences in [mention relevant skills or experiences].

If you agree to be a reference, I would greatly appreciate it if you could comment on [specific attributes or projects]. The deadline for submission is [date], and I would be happy to provide any additional information you may need.

Thank you for considering my request. I genuinely appreciate your support.

Sincerely,
[Your Name]