

[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 personal reference for [Candidate's Name], who has applied for [specific position or opportunity] at [Company/Organization Name]. I believe your insights into their character and work ethic would greatly benefit their application.

Having known [Candidate's Name] for [duration] in [capacity], I am confident that your perspective on their [skills/qualities] would be invaluable.

If you are available to provide a reference, I would greatly appreciate it. Please let me know if you need any more information or context regarding their application.

Thank you for considering this request.

Best regards,

[Your Name]  
[Your Position, if applicable]