

[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 kindly request a reference from you as I pursue [specific opportunity, e.g., a new job, graduate school, etc.]. Given our past experiences working together at [mention where you worked together], I believe you could provide valuable insights into my [skills, work ethic, etc.].

The position I am applying for requires [briefly describe relevant skills or experiences], and I feel that your perspective would greatly enhance my application. If you are comfortable providing a reference, I would be happy to supply any additional information you may need.

Thank you very much for considering my request. I truly appreciate your support.

Best regards,
[Your Name]