

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/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 regarding my application for [specific position/program/scholarship]. I believe your insights into my [skills/experience/character] would greatly enhance my application.
During my time at [your relationship with the recipient, e.g., company, school], I had the opportunity to [describe relevant experiences or projects you worked on together]. I believe you can speak to my [specific skills or qualities related to the new position/program].
If you are willing, I would greatly appreciate your response by [specific date] to meet the application deadline. I can provide any additional information you may need to assist with your reference, such as my resume or details about the opportunity.
Thank you very much for considering my request. I truly appreciate your support.
Warm regards,
[Your Name]
[Your LinkedIn Profile (optional)]