

[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 letter finds you well. I am writing to request a reference on behalf of [Your Full Name], who has applied for [position or program] at [Company/Organization Name].

[Add a brief description of your relationship with the person requesting the reference and any relevant information about the context of the request.]

Your insights into [his/her/their] skills and character would be invaluable in conveying [his/her/their] qualifications. If you could highlight [specific skills or experiences], I would greatly appreciate it.

Thank you for considering my request. Please let me know if you require any more information or if there's a convenient time for you to discuss this matter.

Warm regards,

[Your Name]
[Your Job Title] (if applicable)
[Your Company/Organization] (if applicable)