

[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 reaching out to kindly request a reference letter for [specific purpose, e.g., a job application, graduate school, etc.]. I have appreciated our time working together at [Company/Organization Name] as [Your Position] from [Start Date] to [End Date], and I believe your perspective on my skills and experiences would be invaluable.

During my time in [specific project or responsibility], I [briefly describe an achievement or responsibility]. I am excited to pursue [new opportunity or goal], and I feel that your insight into my work ethic and capabilities would greatly enhance my application.

If you feel comfortable providing a reference, I can provide further details about the opportunity and any specific points you might consider mentioning. Please let me know if you'd like to discuss this further or if there are any forms or formats you prefer for the reference.

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

Warm regards,

[Your Name]