

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Name of the Individual] who has applied for [Position/Opportunity] at [Your Company/Organization]. As [his/her/their] [Your Relationship to the Individual, e.g., supervisor, colleague], I believe you can provide valuable insights regarding [his/her/their] skills and qualifications. [Optional: Briefly explain the context of the application and why you are asking this particular person for a reference.]

If you could take a few moments to share your thoughts about [Name's] professional capabilities, work ethic, and contributions during [his/her/their] time with you, it would be greatly appreciated.

Please feel free to reach me via email or phone if you need any more information. Thank you in advance for your assistance and for supporting [Name's] application.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]