

[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 your assistance in providing a reference for me. As you may know, I am in the process of [briefly explain the purpose, e.g., applying for a new job, pursuing further education, etc.], and I believe that your perspective on my skills and experiences would greatly enhance my application.

I have thoroughly enjoyed our time working together at [mention the context of your relationship], and I believe that you can provide valuable insight into my [specific skills, work ethic, or achievements].

If you are willing to support my request, I would be grateful if you could highlight [mention any specific points you would like them to address].

I understand that you are busy, and I truly appreciate your consideration. If you need any further information or context to assist you, please feel free to reach out.

Thank you very much for considering my request. I look forward to hearing from you soon.

Warm regards,

[Your Name]