

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a reference from you regarding my [position, skills, or experience] as I am applying for [specific job, program, or opportunity]. Your insights into my work at [context of your relationship, e.g., previous job, project, etc.] would be incredibly valuable.

During my time with [Company/Organization Name], I [briefly describe your responsibilities or achievements]. I believe your perspective on my contributions would provide a strong endorsement of my capabilities.

If you agree, I would be happy to provide any additional information you might need, such as details about the position I am applying for or the skills I would like you to highlight.

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

Warm regards,

[Your Name]
[Your Job Title, if applicable]
[Your LinkedIn Profile or Website, if applicable]