

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

[Recipient's Name]
[Recipient's Position]
[Kxys Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference from you regarding my [specific position, application, etc.]. As you are aware, I [briefly explain your experience or connection with the recipient].

The opportunity I am pursuing at Kxys is [briefly describe the opportunity or role], and I believe that your insights would provide great value in supporting my application.

I would greatly appreciate it if you could speak to my [mention specific skills, experiences, or attributes relevant to the opportunity]. Should you need any further information or details about the role, please let me know.

Thank you very much for considering my request. I understand that you have a busy schedule, and I genuinely appreciate your time and support.

Best regards,

[Your Name]