

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a reference from you regarding my [specific position, project, or experience] during my time at [Company/Organization Name].

As you may remember, I [briefly describe your role or contributions]. I believe that your perspective on my skills and experiences would provide valuable insights to potential employers.

If you are willing to provide a reference, I would greatly appreciate it. I can provide additional information about the positions I am applying for, as well as any specific points you might want to emphasize.

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

Best regards,

[Your Name]