

[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 request a reference regarding my time at [Company/Organization Name], where I worked as a [Your Job Title] from [Start Date] to [End Date].

During my time there, I had the opportunity to [briefly describe key responsibilities or achievements]. I believe that your perspective on my work and contributions would provide valuable insight for [the purpose of the reference, e.g., a job application, graduate school application, etc.].

If you are willing, I would greatly appreciate a short letter of reference or your willingness to speak with [person's name or organization] regarding my skills and experiences. I understand that you have a busy schedule, and I truly appreciate any time you could provide. Thank you very much for considering my request. Please let me know if there is any information I can provide to assist you.

Warm regards,

[Your Name]