

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a reference regarding my experience working at [Company/Organization Name] as [Your Job Title] from [Start Date] to [End Date].

During my time there, I had the opportunity to enhance my skills in [specific skill areas or responsibilities], and I believe your insights could provide a valuable perspective on my contributions and capabilities.

If you are available, I would greatly appreciate it if you could take a moment to provide a reference that speaks to my [relevant qualities or accomplishments]. Your support would mean a great deal to me as I pursue [specific opportunity, e.g., new job, further education].

Thank you for considering my request. Please let me know if you need any additional details or if we can connect at your convenience.

Best regards,

[Your Name]