

[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 for [specific purpose, e.g., a job application, graduate school application, etc.] that I am currently pursuing.

During my time working with you at [Company/Organization Name], I appreciated your guidance and support particularly in [specific projects, tasks, or experiences]. I believe your insights would provide a valuable perspective on my skills and contributions.

If you are willing, I would be grateful if you could highlight my [skills, qualities, or achievements] in your reference. The deadline for submission is [date], and it would be sent directly to [mention how/where it should be sent].

Thank you very much for considering my request. Please let me know if you need any further information or if you would like to discuss this in more detail.

Warm regards,
[Your Name]