

[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 kindly request your assistance in providing a reference for [specific purpose, e.g., a job application, a graduate school application, etc.].

I have applied for [position/program name] at [Company/Institution Name] and believe that your knowledge of my skills and experiences would provide valuable insight into my qualifications.

If you are willing to assist, I would appreciate it if you could highlight [specific skills/experiences you want them to focus on]. The reference letter is due by [deadline date].

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

Sincerely,  
[Your Name]