

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[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 me as I pursue [specific opportunity, e.g., a job, graduate school, etc.].

I have greatly appreciated your [mention your relationship, e.g., guidance, support, mentorship] during my time at [mention where you worked/studied together] and believe that your perspective on my skills and experiences would be invaluable to potential [employers/admissions committees].

The opportunity I am applying for is [briefly describe the position/course] and I am confident that your endorsement would greatly enhance my application. I am specifically seeking a reference that highlights [mention any specific skills or experiences you want emphasized].

If you are comfortable with this, I would be happy to provide any additional information you might need, such as details about the position or my resume. Please let me know if you would be willing to assist me in this matter.

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

Warm regards,

[Your Name]