

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to request your assistance as I am currently applying for a [Job Title] position at [Company Name]. The application process requires me to provide references, and I immediately thought of you due to our previous collaboration on [specific project or context].

If you would be willing to serve as a referee, I would greatly appreciate it. I believe your insights and comments regarding my work ethic and skills would provide valuable context to my application. The company may reach out to you in the coming weeks, and I will ensure to keep you updated on the process.

Thank you for considering my request. Please let me know if you would be comfortable acting as a referee. I truly appreciate your support.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]