

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to request your permission to use your name as a referee in my upcoming job applications.

As you know, I have enjoyed working with you at [Company/Organization Name] and I believe that your insights into my skills and experiences would provide potential employers with valuable information.

If you are comfortable with this, I would greatly appreciate it. Please let me know if you need any further details or if there's anything I can provide to assist you.

Thank you very much for considering my request. I look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]