

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a professional reference for me as I apply for a [specific job title] position at [Company Name]. Given our past working relationship at [Previous Company/Project], I believe you could provide valuable insights into my skills and work ethic.

The application deadline is [date], and it would mean a lot to me if you could provide your reference by that time. If you agree, I can provide you with more details about the position and my relevant experiences.

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

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]