

Dear [Recipient'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 pursue a networking opportunity with [Company/Organization Name].

As you are aware, I have [briefly describe your relationship and relevant experiences]. I believe your insights would provide valuable context to my skills and experiences.

The opportunity with [Company/Organization Name] aligns well with my career goals, and your support would mean a great deal to me. If you agree, I will ensure to keep you updated on the process and provide you with details regarding the role.

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

Sincerely,
[Your Name]
[Your Contact Information]