

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a professional reference for me as I apply to [specific professional development program] at [institution or organization].

As you know, I have been [briefly state your professional relationship and experiences with the recipient, e.g., working under them, collaborating on projects]. I believe that your insights into my skills and experiences would greatly enhance my application.

The program focuses on [briefly describe the program and its goals], and I am excited about the opportunity to further develop my skills in this area. Your perspective on my [mention specific skills or attributes relevant to the program] would be invaluable in supporting my application.

If you agree, I would appreciate it if you could provide your reference by [specific deadline, if applicable]. Should you need any more information or details about the program, please feel free to reach out. Thank you very much for considering my request.

Warm regards,

[Your Name]