

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as I seek to be considered for [specific position] within [Company's Name]. I believe that your insights into my professional skills and contributions would be highly valuable.

Throughout my time in [current position/department], I have strived to [mention key achievements or responsibilities]. I am excited about the opportunity to further contribute to our team's success in a new capacity.

If you are willing, I would greatly appreciate it if you could provide a reference highlighting my qualifications for this role. Your perspective would be invaluable to the selection committee.

Thank you for considering my request. Please let me know if you need any further information. I am happy to discuss this at your convenience.

Warm regards,

[Your Name]