

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[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 formally request your assistance in providing a reference for my current position at [Your Current Company]. Your insights into my work ethic and contributions would greatly support my ongoing professional development.

During my tenure at [Your Current Company], I have taken on various responsibilities such as [mention specific responsibilities or achievements]. I believe that your perspective would be invaluable in illustrating my capabilities and performance to potential parties interested in my work.

If you are willing to provide this reference, I would greatly appreciate it. Please let me know if you need any additional information or if there's anything else I can provide to facilitate this process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]