

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a reference as I am currently transitioning to a new job opportunity at [Company Name]. I greatly valued my time working with you at [Your Previous Company], and I would appreciate your support in my career progression.

The position I am applying for is [Job Title], and I believe your insights into my skills and work ethic would be invaluable to my application. If you are comfortable providing a reference, I would be grateful if you could speak to my contributions in [specific tasks or projects].

Please let me know if you would be willing to assist me with this request. I understand your time is precious, and I truly appreciate your consideration.

Thank you very much for your support!

Best Regards,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]