

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance with a professional reference. I am currently exploring new networking opportunities and believe that your insight into my work and skills would be invaluable.

As you are aware, during my time at [Company Name], I had the pleasure of working alongside you on [specific projects or responsibilities]. Your perspective would greatly enhance my efforts to connect with potential employers in our industry.

If you are comfortable, I would greatly appreciate it if you could provide a reference to any of the professionals I may connect with. Please let me know if you need any additional information or if there's a convenient time for us to discuss this further.

Thank you very much for considering my request. I truly appreciate your support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Professional Website]