

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Employer's Name
Company Name
Company Address
City, State, Zip Code

Dear [Employer's Name],

I hope this message finds you well. I am writing to request a reference as I am applying for a position at [Company Name]. Having had the opportunity to work with you during my time at [Your Previous Company/Position], I believe your insights about my skills and experiences would be incredibly beneficial.

The position I am applying for involves [brief description of the job or responsibilities], and I believe your perspective on my capabilities in [relevant skills or experiences] would provide a valuable reference for my application.

If you are comfortable providing a reference, please let me know if you require any additional information or if there's a good time for us to discuss this further. Thank you very much for considering my request, and I truly appreciate your support.

Sincerely,
[Your Name]