

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference as I seek new employment opportunities. I have greatly valued my time at [Previous Company Name] and your leadership during my tenure there played a significant role in my professional development.

As I pursue my next career step, I believe a reference from you would provide potential employers with valuable insight into my skills and contributions. If you are comfortable with this, I would be grateful if you could highlight [specific skills or experiences you would like them to mention].

Thank you for considering my request. I genuinely appreciate your support and guidance.

Sincerely,

[Your Name]