

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Title/Position]

[Reference's Company/Organization]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a personal reference from you as I am in the process of applying for [specific position, program, etc.]. I believe your insights into my skills and experiences would greatly benefit my application.

Throughout our time working together at [Company/Organization], I greatly appreciated your mentorship and support. I believe you can provide a unique perspective on my abilities in [specific skills/qualities related to the position].

If you are willing to assist me with this request, I would be more than happy to provide any additional information you may need, including details about the position or my resume.

Thanks in advance for considering my request. Your support means a lot to me.

Best regards,

[Your Name]