

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request your assistance in providing a professional reference for me. I am currently in the process of applying for [specific position or opportunity] at [Company/Organization Name], and I believe that your insights into my skills and experiences would be incredibly valuable.

During my time at [Your Previous Company/Organization], I had the pleasure of working closely with you on [specific projects or responsibilities]. I greatly appreciated your guidance and support, and I think that a reference from you would highlight my qualifications effectively.

If you are willing to provide a reference, I would be happy to discuss any details or answer any questions you might have about the position. I can be reached at [Your Phone Number] or [Your Email Address].

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

Best regards,

[Your Name]

[Your Job Title]

[Your LinkedIn Profile or Website (if applicable)]

[Your Contact Information]