

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference as part of my application for relocation assistance. As you may know, I am in the process of relocating to [New Location] due to [reason for relocation, e.g., a new job opportunity, family reasons].

Having worked under your supervision at [Company Name] for [duration], I believe you can provide valuable insights into my work ethic, skills, and contributions to the team. A reference from you would greatly support my application and help me transition smoothly to my new location.

If you are willing, I would appreciate it if you could highlight my key responsibilities, achievements, and any relevant attributes that you think would benefit my request.

Thank you very much for considering my request. Please let me know if you need any further information or if there is a convenient time for us to discuss this.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]