

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to serve as a professional reference for me as I apply for a new position at [Company Name]. Your insights about my skills and experience would be invaluable in this process.

The role I am applying for is [Job Title], and I believe your perspective as my [Relationship, e.g., former manager, colleague] would provide a strong endorsement of my qualifications. If you agree, I would be happy to provide you with more details about the position and my recent accomplishments.

Thank you very much for considering my request. I truly appreciate your support and guidance throughout my career.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]