

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to request your assistance in providing a reference for me as I pursue a new opportunity at [Company/Position Name]. Your support would mean a great deal to me.

Having worked closely with you on [specific project or task], I believe you can provide valuable insights into my skills and work ethic. If you agree to this, I would be happy to provide you with more details about the position and what aspects of my experience to highlight.

Thank you for considering my request. I appreciate your time and support. Please let me know if you would be willing to help.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]