

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to kindly request a job reference from you as I am in the process of applying for [specific position or opportunity] at [Company's Name or organization].

My experience at [Current Company's Name] under your supervision has been invaluable, and I believe that your perspective on my skills and accomplishments would greatly enhance my application. During my time as [Your Position], I have learned [a brief summary of relevant experiences or contributions].

If you agree, I would be more than happy to provide you with any additional information or highlights that you may need to facilitate your reference. Thank you very much for considering my request. I appreciate your support.

Warm regards,

[Your Name]