

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for me as I pursue a new opportunity. As you know, I had the pleasure of working under your supervision at [Company Name] from [Start Date] to [End Date], where I gained invaluable experience and skills.

Your perspective on my work ethic, contributions to our team, and accomplishments would provide great insight to potential employers. If you agree, I would be happy to provide more details about the position I am applying for and any specific points you may want to highlight.

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

Sincerely,

[Your Name]