

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 request a personal reference from you as I pursue a new opportunity in my career. Given our time working together at [Company Name], I believe your perspective on my skills and work ethic would be invaluable.

During my tenure as [Your Job Title], I had the pleasure of [briefly describe your contributions or experiences]. I feel that you can provide potential employers with insight into my abilities and dedication.

If you are willing to assist me, please let me know if you need additional information or if I can provide any specifics regarding the position I am applying for. I would deeply appreciate your support.

Thank you in advance for considering my request. I look forward to hearing from you soon.

Best regards,
[Your Name]