

Date: [Insert Date]

[Supervisor's Name]

[Supervisor's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request your support in providing a reference for me as I seek new employment opportunities. During my time at [Current Company Name], I have greatly valued your leadership and guidance, and I believe that your perspective would be invaluable to potential employers.

As you may know, I am applying for a position as [Insert Job Title] with [Insert Company Name]. I feel that my experience in [describe relevant experiences or responsibilities] would be beneficial for this role. I would greatly appreciate it if you could speak to my skills and contributions during my tenure under your supervision.

If you agree, I would be happy to provide more information regarding the position or discuss any details you may need for your reference. Thank you very much for considering my request.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]