

Reference Request

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a reference for me as I pursue a new job opportunity. I recently interviewed for a position at [Company Name] and believe that your insights into my skills and experiences would be incredibly valuable to my application.

If you agree, I would be happy to provide you with more details about the position and any specific areas you might want to highlight. I appreciate your consideration and support.

Thank you very much!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]