

Dear [Mentor's Name],

I hope this message finds you well. I am reaching out to request your support in my pursuit of professional growth.

As I seek to advance my career in [Your Field/Industry], I believe that a reference letter from you would greatly enhance my applications to [specific programs, jobs, or opportunities]. Your insights into my skills and experiences would provide invaluable context to my potential employers or admissions committees.

During our time working together at [Company/Organization Name], I appreciated your guidance and mentoring, particularly in [specific skills or projects]. With your endorsement, I am confident that I can make a strong impression.

If you are willing to assist me, I would greatly appreciate it. I can provide any necessary details about the position or program for which I am applying to help streamline the process.

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

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]