

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a personal reference as I begin my job search. I am applying for [specific job title/position] at [Company Name] and believe that your insights about my skills and experiences would greatly enhance my application.

During my time at [where you worked together or how you know each other], I appreciated your guidance and support, and I think your perspective on my [mention specific skills or experiences] would be beneficial for my prospective employer.

If you feel comfortable providing a reference, please let me know. I would be happy to share more details about the position and my recent experiences if that would help.

Thank you very much for considering my request. I truly appreciate your time and support.

Best regards,

[Your Name]

[Your Contact Information]