

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to ask for your assistance as I am currently applying for a [Job Title] position at [Company Name]. Given our previous experience working together at [Your Previous Company/Project], I believe that your insights and perspective would be invaluable in providing a reference for me.

The application process requires that I submit a few references from my professional network, and I would be honored if you could provide a reference for me. I have always appreciated your guidance and support during [specific project or experience], and I think your recommendation would greatly enhance my application.

If you agree, I can provide you with more details about the position and the specific qualities they are looking for in a candidate. Please let me know if you are comfortable with this and if you need any additional information.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]