

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Team Leader's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Team Leader's Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a reference for me as I pursue new opportunities in my career.

During my time working under your leadership at [Previous Company/Project Name], I had the opportunity to develop my skills and contribute to our team's success. I am grateful for your guidance and support throughout my tenure.

If you are comfortable providing a reference, I would greatly appreciate your insights on my work ethic, contributions, and any specific projects we collaborated on. Your perspective would be invaluable to potential employers.

Thank you for considering my request. Please let me know if you need any additional information or if there are any questions I can answer.

Warm regards,

[Your Name]