

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a personal reference from you as part of a background check for a position I have applied for at [Company Name].

It would greatly help me if you could provide your perspective on my skills and experience, specifically regarding [specific traits or experiences you would like them to address].

Please let me know if you would be willing to assist with this request. If you agree, I will provide you with any additional information you may need.

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

Sincerely,

[Your Name]

[Your Contact Information]