

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a personal reference for me as I pursue a new job opportunity at [Company Name]. I believe that your insights into my skills and experiences would greatly benefit my application.

During my time at [Your Previous Company/School], I had the pleasure of collaborating with you on [Project/Experience]. I truly value your perspective on my work ethic and contributions, and I think your input would be valuable to my potential employer.

If you agree, I would be happy to provide you with further details about the position and my current resume to assist you in your reference. Please let me know if you would be comfortable with this. Your support would mean a lot to me.

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

Best regards,

[Your Name]

[Your Contact Information]