

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my gratitude for the opportunity to interview for the [Job Title] position at [Company Name]. I enjoyed our discussion and learning more about the team and the exciting projects you are working on.

As part of the final stages of the hiring process, I would like to kindly request your assistance in providing a reference for me. If possible, I would greatly appreciate it if you could share your insights on my qualifications and potential contributions to the team.

Thank you once again for the opportunity and your consideration of my request. Please let me know if you need any further information or if there is a convenient time for us to discuss this further.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]