

Dear [Reference's Name],

I hope this message finds you well. I recently interviewed for the [Job Title] position at [Company Name] and was asked to provide references. Given our previous work together at [Previous Company/Relationship], I believe your insights would be incredibly valuable.

If you are comfortable, could you please serve as a reference for me? The hiring manager may reach out to you to discuss my qualifications and experience. I truly appreciate your support and guidance throughout my career.

Thank you very much for considering my request. Please let me know if you need any additional information about the position or the hiring process.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]