

Dear [Recipient's Name],

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

As part of the final steps in the hiring process, I would greatly appreciate it if you could provide a reference on my behalf. Your insights regarding my skills and experiences would be invaluable to the decision-making process.

If you agree, I can provide any additional information you may need, including specific areas to highlight or a brief overview of our past collaborations. Thank you in advance for considering my request.

Looking forward to your positive response.

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