

Dear [Peer's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a reference for me as I apply for [specific job title/position] at [Company Name]. Having worked closely with you on [specific project or task], I believe you can provide valuable insights into my skills and work ethic.

The application deadline is [insert date], so any assistance you could provide before then would be greatly appreciated. If you agree, I can send more details about the position and other information that might help you with the reference.

Thank you for considering my request. I truly appreciate your support!

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]