

Dear [Coworker's Name],

I hope this message finds you well. I am reaching out to request your assistance with a reference inquiry. As part of my [job application/promotion process], I have been asked to provide references that can speak to my skills and experiences.

Given our time working together at [Company Name], I believe you could provide valuable insights into my work ethic and contributions to the team. If you're comfortable, I would greatly appreciate it if you could serve as a reference for me.

Please let me know if you need any additional information or if there's anything I can provide to assist you in this process. Thank you for considering my request, and I truly appreciate your support!

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]