

Dear [Associate's Name],

I hope this message finds you well. I am reaching out to request a reference letter for my upcoming [application/job opportunity/etc.]. Given our previous collaborations on [specific projects or experiences], I believe your insights would greatly enhance my application.

If you agree, I would be happy to provide any additional information or context you may need. I truly appreciate your consideration and support.

Thank you very much for your time.

Sincerely,

[Your Name]

[Your Contact Information]