

Dear [Colleague's Name],

I hope this message finds you well. I am writing to ask if you would be willing to serve as a professional reference for me. I am currently applying for [specific position/program], and I believe that your insight into my work would greatly enhance my application.

Our collaboration on [specific project or task] was a valuable experience, and I appreciate the support and guidance you provided throughout. Your perspective on my skills and contributions would be incredibly helpful.

If you are comfortable with this, please let me know if you need any additional information or context regarding the position. I would be happy to provide my resume or details about the application process.

Thank you very much for considering my request. I greatly appreciate your time and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]