

Subject: Request for Support Reference

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a reference for me as I pursue [specific opportunity, e.g., a new job, graduate program, etc.]. Having worked alongside you at [Company/Organization Name], I believe that your insights into my skills and work ethic would greatly enhance my application.

If you are willing, I would be happy to provide you with any details about the position or program I am applying for, as well as my current resume to assist you in providing a more comprehensive reference.

Thank you very much for considering my request. I greatly appreciate your support and look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]