

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Employer's Name
Company Name
Company Address
City, State, Zip Code

Dear [Employer's Name],

I hope this message finds you well. I am writing to kindly request a reference from you as I pursue new career opportunities. Having had the privilege to work under your guidance at [Company Name] as a [Your Position], I believe that you can provide valuable insights regarding my skills and contributions.

During my time at [Company Name], I appreciated the professional development I experienced, and I am grateful for your support. Your insight would greatly enhance my job applications, and I would be honored if you could provide a reference highlighting my work ethic and skills in [specific skills or projects].

If you are willing, please let me know and I can provide any additional information you may need. Thank you very much for considering my request. I sincerely appreciate your support.

Best regards,
[Your Name]