

Subject: Quick Favor - Reference Request

Hi [Colleague's Name],

I hope this message finds you well! I'm reaching out to ask if you would be willing to provide a reference for me. I'm in the process of applying for [specific position or opportunity], and I believe your insights about my work and our collaboration could really help.

If you're comfortable with this, I would be happy to provide any details you might need, or we could catch up over coffee to discuss it further.

Thank you so much for considering my request! I really appreciate it.

Best regards,
[Your Name]
[Your Position]