

Subject: Request for Professional Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a professional reference from you, as I am currently applying for [specific position or opportunity] at [company name]. Given our experience working together on [specific project or context], I believe your insights would be invaluable.

If you are comfortable providing a reference, I would greatly appreciate it. I am happy to provide any additional information you might need to help with your response.

Thank you very much for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]