

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request a reference for my freelance work as I pursue new opportunities.

During my time working on [Project/Task Description] with you from [Start Date] to [End Date], I believe I demonstrated [specific skills or qualities]. Your perspective on my work would be incredibly valuable to potential clients.

If you are willing, I would greatly appreciate a brief reference highlighting my strengths in [mention specific abilities or contributions]. I would be happy to provide any additional information you may need to assist with this.

Thank you very much for considering my request. I genuinely appreciate your support.

Sincerely,

[Your Name]

[Your Contact Information]