

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Your Email]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Department]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support as a reference for my upcoming application for the [Position Title] within [Department/Team], which I believe aligns with my skills and career aspirations.

During my time in [Current Position/Department], I have had the opportunity to collaborate with you on [specific projects or tasks], and I feel that you can provide valuable insight into my work ethic and contributions to our team.

If you are comfortable providing a reference, I would greatly appreciate it. I am happy to discuss this further or provide any additional information that may assist you. Thank you for considering my request.

Best regards,

[Your Name]