

Subject: Request for Professional Reference

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a favor that I believe could significantly benefit my professional networking efforts. As I pursue new opportunities in [specific field or industry], I am looking to strengthen my professional references.

Given our positive experiences working together on [specific project or role], I would be grateful if you could serve as a professional reference for me. I believe your insights regarding my skills and contributions would provide valuable context to potential employers or networking contacts.

If you agree, I would be happy to provide any additional information about my current career goals and the types of roles I am targeting. Please let me know if you would be comfortable with this request.

Thank you very much for considering my request. I appreciate your support and guidance throughout my career.

Best regards,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]