

Date: [Insert Date]

[Referee Name]

[Referee Title]

[Institution/Organization]

[Address]

[City, State, Zip Code]

Dear [Referee Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a reference letter for my postdoctoral application to [Institution/Organization] for the position of [Position Title]. The deadline for submission is [Deadline Date].

As you know, I have had the privilege of working with you on [Project/Research Topic] during my time at [Your Institution]. Your understanding of my research capabilities and commitment to [Field/Subject Area] makes you an ideal referee for this application.

If you agree to assist me, I can provide you with more details about the position and my current research focus. Your endorsement would greatly enhance my application and I would be incredibly grateful for your support.

Thank you very much for considering my request. Please let me know if you are willing to help, and I would be happy to discuss this in further detail at your convenience.

Best regards,

[Your Name]

[Your Title/Position]

[Your Institution]

[Your Email]

[Your Phone Number]