

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Department or Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference from you for my application for the [specific position title] position within [government agency/department name]. I have always valued your opinion and believe that your insights about my experience and skills would significantly enhance my application.

As you know, I have [briefly explain relevant experience or projects you worked on together], and I think this background supports my candidacy for this role. The position requires [mention any relevant skills or experiences related to the position], and I believe my background aligns well with these requirements.

If you agree to provide a reference, I would be happy to discuss any specific points you might want to highlight or provide any additional information regarding my application. Additionally, should you need it, I can provide a draft or bullet points to assist you in preparing your reference.

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

Sincerely,  
[Your Name]