

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request your assistance with a performance review reference. As I seek to expand my professional network and explore new opportunities, I believe your insights into my work would greatly enhance my applications.

Having had the pleasure of working together on [specific project or task], I feel that you can provide valuable perspective on my skills, work ethic, and contributions to the team.

If you are comfortable with this, I would greatly appreciate a brief reference highlighting my strengths and areas where I excelled. Your acknowledgment would mean a lot to me as I take my next professional steps.

Thank you very much for considering my request. I truly appreciate your time and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]