

[Your Name]  
[Your Position]  
[Your Institution/Company]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Company]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am currently in the process of [briefly describe the purpose of your research or project, e.g., "conducting research on climate change impact on local ecosystems"], and I am seeking references from esteemed colleagues in the field.

Given your expertise in [specific area of the recipient's expertise], I would greatly appreciate it if you could provide a reference that speaks to my capabilities and the relevance of my work. Your insights would be invaluable in supporting my research objectives.

If you agree, I would be happy to provide more details regarding the project, including its goals, methodology, and timeline. Please let me know if you require any further information or if there are any forms of reference you prefer."

Thank you very much for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Institution/Company]