

Subject: Quick Favor - Reference Request

Hi [Recipient's Name],

I hope this message finds you well! I wanted to reach out as I'm currently exploring some new opportunities and am in need of a reference.

If you're comfortable with it, I would greatly appreciate it if you could provide a quick reference for me. I believe your insights on our [specific project or experience] would be invaluable.

Let me know if this is something you would be willing to do. Thank you so much for considering it!

Best regards,

[Your Name]

[Your Contact Information]