

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my recent request for a reference as I apply for [specific position or opportunity] at [Company/Organization Name]. Your perspective on my skills and experiences would greatly enhance my application.

If you are able, I would truly appreciate your support in providing a reference. Please let me know if you need any further information or if there's anything I can provide to assist you in this process.

Thank you once again for considering my request. I really value your support!

Best regards,

[Your Name]

[Your Contact Information]