

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request a professional reference as I pursue [mention the opportunity, e.g., a new job, a graduate program, etc.]. Given our previous collaboration at [mention the context], I believe your insights would greatly benefit my application.

If you feel comfortable providing a reference, I would be happy to share more information about the opportunity and how my background aligns with it.

Thank you for considering my request. I greatly appreciate your support and look forward to your response.

Sincerely,

[Your Name]