

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support as a reference for a potential business collaboration.

As you know, I am currently exploring opportunities to partner with [mention specific company or organization] in [briefly describe the nature of the collaboration]. I believe your insight and experience would provide invaluable context to showcase the mutual benefits of this partnership.

If you could share your thoughts on our previous collaborations and your perspective on our professional relationship, I would greatly appreciate it. Your support would aid me significantly in pursuing this opportunity.

Thank you for considering my request. Please let me know if you need any further information or if there's a convenient time for us to discuss this.

Warm regards,

[Your Name]

[Your Position]

[Your Company]