

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance in providing a reference for my application to [Program/Networking Event Name]. I believe that your insights and experiences would greatly enhance my candidacy.

[Briefly describe your relationship with the recipient and any relevant experiences or projects you've shared.]

Thank you for considering my request. I appreciate your support and guidance in my professional journey. Please let me know if you need any additional information.

Best regards,

[Your Name]