

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to kindly ask if you would be willing to provide a professional reference for me as I apply for part-time positions in [specific field/industry].

Having worked together at [Previous Company/Organization] as [Your Position], I believe you can attest to my skills, work ethic, and contributions to the team. Your support would mean a great deal to me as I seek to further my career while pursuing part-time opportunities.

If you agree, I would be happy to provide you with more details about the positions I am applying for, as well as any specific skills or experiences you might want to highlight. Thank you very much for considering my request.

Warm regards,

[Your Name]