

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support as a peer reference for a project collaboration I am currently pursuing with [Collaborating Organization/Project Name]. Your insights and experience would greatly enhance my proposal.

The project focuses on [brief description of the project and its significance]. Given our previous collaboration on [mention past project or experience], I believe your perspective on my work and contributions would provide valuable context to the evaluation process.

If you are willing to act as a reference, I would be happy to provide further details about the project and discuss any specific points you might want to highlight. I greatly appreciate your consideration of this request.

Thank you for your time, and I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]