

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference from you as I am applying for the Branch Manager position at [Bank's Name]. Given our previous collaboration during my time at [Previous Position/Company], I believe that your insight into my skills and experience would be invaluable to my application.

As a dedicated banking professional with [number] years of experience, I am eager to advance my career in a leadership role where I can utilize my skills in [specific skills or areas of expertise]. Your perspective on my abilities would greatly enhance my candidacy for the Branch Manager position.

If you are willing to provide a reference, please let me know if you require any additional information or if there's a suitable time for us to discuss this further. I appreciate your consideration and support.

Thank you very much for your time.

Sincerely,

[Your Name]