

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 for my recent application for the Compliance Officer position at [Company Name]. Given my experience in banking and compliance, your insight would be invaluable.

During my time at [Previous Bank/Company], I had the opportunity to [briefly describe your responsibilities and achievements]. Working under your supervision had a significant impact on my professional development, and I believe your perspective would greatly benefit my application.

If you require any more information or need to discuss my work further, please feel free to reach out to me at [your phone number] or [your email]. Thank you very much for considering my request. I truly appreciate your support.

Warm regards,

[Your Name]