

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for my application for the Financial Analyst position at [Target Company's Name]. Your support would greatly enhance my candidacy, given our previous collaboration at [Your Previous Company/Institution] and your understanding of my skills and work ethic.

In this role, I would leverage my analytical skills and financial expertise to provide valuable insights and support decision-making processes. I believe your perspective on my performance during [mention specific project or responsibility] would be particularly impactful.

If you agree to provide a reference, please let me know if you need any additional information or if there is a specific format you prefer. I appreciate your consideration and support.

Thank you in advance for your time and assistance.

Sincerely,

[Your Name]