

[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 writing to request a reference from you as I recently graduated with a degree in [Your Degree] from [Your University]. I am applying for a banking position at [Company Name] and believe your insight into my skills and work ethic would greatly strengthen my application.

During my time at [Your University], I had the privilege of [briefly describe a relevant experience, e.g., working on a project, internship]. Your mentorship and guidance during this period significantly developed my understanding of [related skills or knowledge].

If you are able, I would greatly appreciate it if you could share your perspective on my abilities and character with [Company Name]. I believe your reference would play a crucial role in my application process.

Thank you very much for considering my request. Please let me know if you need any additional information or if there's a convenient time for us to discuss this further.

Sincerely,

[Your Name]