

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 a Treasury Specialist position at [Company Name]. Your support and insights about my work during my tenure at [Your Previous Company/Department] would be invaluable in this process.

During my time in the [specific role/departments], I had the privilege of collaborating with you on various projects, including [specific projects or achievements]. I believe that your perspective on my skills and contributions would greatly enhance my application.

If you feel comfortable providing a reference, I would appreciate it very much. Please let me know if you require any more information or if there's a convenient time for us to discuss this further.

Thank you very much for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]