

Dear [Mentor's Name],

I hope this message finds you well. I am reaching out to request your support as I seek to advance my career in [specific field or position]. Your guidance and mentorship have been invaluable to me, and I would greatly appreciate it if you could provide a reference on my behalf.

As you may know, I am applying for [specific position or opportunity] at [Company/Organization name]. Given our work together on [specific projects or experiences], I believe you can provide insights into my skills in [mention relevant skills or attributes].

If you are comfortable, I would be grateful if you could outline my contributions and growth during our time together. Please let me know if you need any additional information or if there is a particular format you prefer for the reference.

Thank you for considering my request. I truly value your support and mentorship.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]