

Subject: Request for Professional Reference

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request a professional reference from you regarding my previous employment at [Company Name] as a [Your Job Title].

During my time at [Company Name], I had the opportunity to [mention specific achievements or responsibilities]. I believe that your insights into my work ethic and contributions would provide a valuable perspective to potential employers.

If you agree to provide this reference, I would be happy to share any additional information that you would need to make this process easier.

Thank you very much for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]