

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

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 an HR position at [Target Company Name]. During my time at [Your Company Name], I greatly valued your mentorship and guidance, and I believe that your insights into my skills and contributions would be invaluable to my application.

If you are comfortable providing a reference, I would appreciate it if you could highlight my [mention any specific skills or experiences]. I understand that you have other commitments, so please let me know if you need any additional information or if there's anything I can assist you with.

Thank you for considering my request. I really appreciate your support.

Warm regards,

[Your Name]