

[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 regarding my application for the Cybersecurity Specialist position at [Company Name]. Having worked together at [Previous Company/Institution] from [start date] to [end date], I believe your insight into my skills and contributions would provide valuable context to my qualifications.

During our time working together, I enhanced my skills in areas such as [specific skills or projects], which I believe align well with the requirements for the position. Your perspective on my work ethic, technical abilities, and commitment to cybersecurity would greatly strengthen my application.

If you're willing, I would be grateful if you could share your thoughts with [Hiring Manager's Name] at [Hiring Manager's Email/Phone Number] by [specific date, if applicable]. Please feel free to reach out to me if you need any more information or context about the position.

Thank you very much for considering my request. I truly appreciate your support and assistance.

Sincerely,

[Your Name]