Reference Request for [Candidate's Name]

Dear [Reference's Name],

I hope this message finds you well. I am writing to request a reference for [Candidate's Name], who has applied for an entry-level IT position with us at [Company Name]. [Candidate's Name] has indicated that you are familiar with their work and can provide valuable insights into their skills and experience.

[Candidate's Name] has expressed a strong interest in pursuing a career in information technology and has highlighted their skills in [specific skills or experiences]. Your feedback on their capabilities and work ethic would be greatly appreciated as we assess their suitability for the role.

Please let me know if you would be willing to provide a reference, and if so, I can follow up with further details on how to proceed. Thank you for your time and support.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]