

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference for my application for the Network Administrator position at [New Company Name]. Having had the opportunity to work under your guidance at [Previous Company Name], I believe your insight into my skills and contributions would significantly strengthen my application.

During my tenure as a [Your Position] at [Previous Company Name], I had the privilege to work on various network management projects, including [specific project or task]. Your perspective on my abilities in network configuration, troubleshooting, and team collaboration would be invaluable.

If you agree, I would greatly appreciate it if you could provide a reference by [specific date]. Should you require any additional information or context about the new position, please let me know, and I would be happy to provide it.

Thank you very much for considering my request. I truly value your support and guidance throughout my career.

Sincerely,

[Your Name]