

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently in the process of applying for a Customer Support Representative position at [Company Name]. I greatly enjoyed my time working with you at [Previous Company Name] and appreciated the guidance and expertise you provided during our collaboration.

As part of my application, I would be grateful if you could provide a reference regarding my time at [Previous Company Name]. Your insights into my performance and contributions, particularly in relation to customer service and team collaboration, would significantly enhance my application.

If you agree, I would be happy to provide more details about the position and how to submit your reference. Thank you for considering my request, and I appreciate your support.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]