Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my application for the Data Analyst position at [Company Name]. I have recently applied for this role and believe that your insights into my skills and experiences would be invaluable.

During my time at [Previous Company/University], I had the opportunity to work on various projects that honed my analytical skills, particularly in [mention any relevant tools or methodologies]. I believe your perspective on my work would provide a potential employer with a clearer understanding of my capabilities.

If you feel comfortable providing a reference, I would greatly appreciate it. The hiring team may contact you via email or phone within the next few weeks. Please let me know if you need any additional information or context about the role I am applying for.

Thank you for considering my request. I truly value your support and mentorship.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]