

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a job reference for [Applicant's Name], who has applied for a graphic designer position at [Company Name]. As you may know, [Applicant's Name] has worked under your supervision at [Previous Company Name] where they demonstrated exceptional creativity and design skills.

It would be greatly appreciated if you could provide a reference that outlines their abilities, work ethic, and contributions to your team. Your insight would be invaluable in helping us make an informed decision.

Thank you for considering this request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Your Phone Number]  
[Your Email Address]