

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a reference for me as I apply for a Project Manager position at [Company Name]. Your insight into my skills and experiences during our time at [Previous Company/Project] would be invaluable in supporting my application.

The role requires strong leadership and project management skills, and I believe your perspective on my work in [specific project or task] would resonate well with potential employers.

If you agree, I would be happy to provide further details about the position or discuss what I would like you to highlight. Thank you very much for considering my request. I greatly appreciate your support!

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]