

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as I pursue a position in public relations at [Company/Organization Name]. My time working with you at [Previous Company/Organization] greatly shaped my abilities in communication and stakeholder engagement.

The role I am applying for requires strong skills in media relations and strategic communication, and I believe your insights into my work ethic and achievements will provide a valuable perspective to my prospective employer.

If you feel comfortable, I would appreciate a reference that speaks to my experience, particularly in [specific projects or skills relevant to the PR position]. Please let me know if you need any additional information or if there is a convenient time for us to discuss this further.

Thank you very much for considering my request. I greatly appreciate your support!

Sincerely,
[Your Name]