

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request a favor. I am currently applying for a Public Relations position at [Company Name] and would greatly appreciate it if you could provide a reference on my behalf.

During my time at [Your Previous Company/School], I had the privilege of working closely with you on [specific project or role]. I believe that your insights on my skills in communication, teamwork, and problem-solving would provide valuable context to my application.

If you agree, I would be happy to provide any additional details about the position or my experiences that could help you in writing the reference. The deadline for submission is [insert deadline], and I can provide the necessary details on how to submit the reference.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]