

Subject: Reference Request for [Your Name]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request your assistance as I pursue a new opportunity in the field of public relations. I have recently applied for the position of [Job Title] at [Company Name], and I believe that your insight into my skills and experience would be invaluable.

During my time working with you at [Previous Company/Project], I had the pleasure of [briefly describe relevant work or project]. Your perspective on my contributions would greatly enhance my application.

If you agree to serve as a reference, I would be happy to provide any additional information about the position or discuss my qualifications further. The hiring manager may reach out to you at [insert possible timeframe for contact].

Thank you very much for considering my request. Your support means a lot to me, and I truly appreciate your time.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]