

Dear [Mentor's Name],

I hope this message finds you well. I am reaching out to request a reference for my professional networking endeavors. As you have been a critical part of my development throughout [mention specific time period or experience], I believe your insights into my skills and growth would be invaluable.

As I pursue [mention specific opportunity or field], having your endorsement would greatly enhance my chances of making meaningful connections in the industry. If you feel comfortable, could you please highlight my [mention specific skills or experiences]?

Thank you for considering my request. I truly appreciate all the guidance you have provided me.

Best regards,

[Your Name]

[Your Contact Information]