

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to kindly request a professional reference from you as I apply for a marketing position at [Company Name]. Your insights into my skills and experiences would greatly benefit my application.

During my time at [Your Previous Company/Institution], I greatly valued our collaboration on [specific project or task]. I believe you can attest to my abilities in [specific skill or quality relevant to the job].

If you're comfortable providing a reference, I would appreciate it if you could speak to my [mention any relevant attributes, e.g., teamwork, creativity, etc.]. The hiring manager may contact you via [preferred contact method].

Thank you very much for considering my request. Please let me know if you need any further information about the position or my application.

Best regards,
[Your Name]
[Your Contact Information]