

Subject: Request for Reference

Dear [Supervisor's Name],

I hope this message finds you well. I am reaching out to request a reference from you as I am applying for a marketing position at [Company Name]. Your insights into my skills and experiences during my time at [Current Company/Team Name] would be invaluable to the hiring team.

During my time working under your supervision, I had the opportunity to develop my skills in [specific skills or duties relevant to the marketing role], which I believe will be beneficial in this new position. Your perspective on my contributions to [specific projects or achievements] would greatly enhance my application.

If you feel comfortable providing a reference, I would be more than happy to provide additional details about the role and any specific points you may want to highlight. The deadline for submission is [insert date].

Thank you for considering my request. I truly appreciate your support and guidance.

Best regards,

[Your Name]

[Your Contact Information]