

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance in providing me with a reference letter for a data-driven role I am applying for at [Company Name]. Given our past collaboration on [specific project or experience], I believe your insights into my skills and contributions would be invaluable.

The position requires strong analytical abilities and experience in [mention relevant skills/technologies]. I thought of you as a reference since you can attest to my [mention specific relevant qualities or accomplishments].

If you are able to assist me with this, I would deeply appreciate it. I can provide additional information regarding the role and any specific points you might want to highlight.

Thank you very much for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]