

Subject: Inquiry for Reference

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to serve as a reference for me as I apply for a Data Analytics position with [Company Name]. Your insight into my skills and experiences would be invaluable to my application.

During my time at [Your Previous Company/Institution], I gained extensive experience in data analysis and interpretation, and I believe you can speak to my capabilities in this area. The role at [Company Name] particularly interests me because [reason why the job appeals to you].

If you agree, I will ensure to provide you with all necessary information regarding the position and the company. I would greatly appreciate your support in this endeavor.

Thank you very much for considering my request. I look forward to hearing back from you soon.

Best regards,

[Your Name]

[Your LinkedIn Profile or Contact Information]