

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Reference's Name]

[Reference's Job Title]

[Reference's Company]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to kindly request a reference as I apply for an event planning position at [Company Name]. Your insight into my skills and experience would be invaluable in supporting my application.

During my time working with you at [Previous Company/Project], I had the opportunity to [briefly explain relevant experience or duties]. I believe this experience directly aligns with the requirements for the position at [Company Name].

If you agree to be my reference, I would be happy to provide any additional information about the position or discuss my qualifications further. Thank you very much for considering my request. I truly appreciate your support.

Best regards,

[Your Name]

[Your Phone Number]