

Subject: Request for Reference Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference recommendation for me. As I am applying for [specific position or opportunity] at [Company/Organization Name], I believe that your insights into my skills and experiences would be incredibly valuable.

During my time at [mention how you know the person or the context, e.g., "while working together at XYZ Company"], I learned a great deal and truly valued your guidance. I am confident that your perspective on my work would greatly enhance my application.

If you feel comfortable providing a reference, I would be happy to provide any additional information or materials that may assist you, such as my resume or details about the position.

Thank you very much for considering my request. I appreciate your support and look forward to hearing from you.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]