

Subject: Follow-Up Request for Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for a reference regarding my application for [specific position or opportunity] at [Company/Organization Name].

As a reminder, I greatly enjoyed our time working together on [specific project or experience], and I believe your perspective would provide valuable insight into my skills and work ethic.

If you could take a moment to consider my request, I would greatly appreciate it. Please let me know if you need any additional information or if there's a convenient time for us to discuss this further.

Thank you very much for your support!

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]