

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request a letter of reference from you as I pursue [specific opportunity, e.g., a new job, graduate school, etc.]. I have greatly appreciated your support during my time at [Company/Organization/School] and believe that your perspective on my skills and experiences would be invaluable.

In particular, I think your insights regarding [specific skills or experiences relevant to the request] would be especially helpful. If you agree to assist me with this, I would be happy to provide any additional information you might need, such as my resume or details about the opportunity.

Thank you very much for considering my request. I understand that you have a busy schedule, so if you are unable to help, I completely understand. Please let me know if you are able to assist me by [specific deadline].

Thank you again for your time and support.

Sincerely,

[Your Name]