

# Request for Reference Support

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support as a reference for my upcoming [job application, graduate school application, etc.]. Given our [mention your relationship, e.g., time working together, mentorship, etc.], I believe you would provide an insightful perspective on my skills and experiences.

The position I am applying for is [brief description of the position] at [Company/Institution Name]. I think your perspective on my [specific skills or experiences] would be particularly valuable.

If you agree, I would be happy to provide more details about the position and my background to assist you. Thank you very much for considering my request. I truly appreciate your support and guidance.

Best regards,

[Your Name]

[Your Contact Information]