

Dear [Recipient's Name],

I hope this message finds you well. I am currently in the process of applying for [specific position or opportunity] and would like to kindly inquire if you would be willing to provide your contact details as a reference.

Your insights and feedback would be invaluable, and I believe your perspective on my work and skills would greatly assist in my pursuit of this opportunity.

If you agree, could you please provide me with your preferred contact information (phone number and email address) at your earliest convenience?

Thank you very much for considering my request. I really appreciate your support.

Best regards,

[Your Name]

[Your Contact Information]