

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your assistance in providing a career reference for me as I pursue new opportunities in my professional journey.

During my time at [Company's Name or past experience], I greatly valued your mentorship and support, which helped me develop my skills and competencies. I believe your perspective on my work ethic and contributions would provide valuable insight to potential employers.

If you feel comfortable, I would greatly appreciate a reference that highlights my strengths in [specific skills or projects]. Please let me know if you need any additional information or if there are specific details you would like to include.

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

Sincerely,

[Your Name]