

Request for Professional Reference

[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 writing to ask if you would be willing to provide a professional reference for me. I am currently in the process of [applying for a new position, graduate program, etc.], and I believe that your insights into my skills and experiences would greatly enhance my application.

During my time at [Company/Organization Name], I enjoyed working under your guidance, and I believe you can provide potential employers with a thorough understanding of my abilities and contributions. If you are comfortable with this, I would be happy to provide you with additional details regarding the position or program I am pursuing.

I appreciate your consideration of my request, and I hope to hear from you soon. Thank you for your support.

Sincerely,

[Your Name]