

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to kindly request a reference for [specific position or opportunity] that I am applying for at [Company/Organization Name]. Given our time working together at [Previous Company/Organization], I believe you can provide valuable insights into my skills and experiences.

Thank you very much for considering my request. I truly appreciate your support and guidance, and I hope to hear from you soon.

Best regards,

[Your Name]