

Subject: Referral Request

Dear [Former Employer's Name],

I hope this message finds you well. I am reaching out to request a favor regarding a job opportunity I am pursuing.

As you may remember, I had the pleasure of working under your supervision at [Company Name] for [Duration]. I learned a great deal during my time there, and I truly value the experience I gained.

I am applying for a position at [New Company Name] and believe that a referral from you would greatly enhance my application. If you feel comfortable, I would greatly appreciate it if you could provide a brief reference highlighting my skills and contributions during my time at [Company Name].

Thank you very much for considering my request. If you need further details or if there's anything I can provide to assist you, please let me know.

Best regards,

[Your Name]

[Your Contact Information]