

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a reference for me as I pursue a new job opportunity at [Company Name]. I believe your insights regarding my work ethic and skills would greatly benefit my application.

If you are comfortable with this, please let me know. I would be happy to provide additional details about the position and the qualities I hope to highlight.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]