

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a professional reference from you as I am currently applying for [specific position or opportunity] at [Company Name]. Our time together at [Previous Company/Organization] greatly contributed to my professional growth, and I believe that your insight into my skills and experiences would be invaluable to my application.

If you feel comfortable providing a reference, I would truly appreciate it. The deadline for submission is [date], and I can provide any additional information you might need to assist with this. Thank you very much for considering my request.

Best regards,
[Your Name]