

Subject: Request for Colleague Reference for Internal Transfer

Dear [Colleague's Name],

I hope this message finds you well. I am writing to formally request a reference from you as part of my application for an internal transfer to the [Target Department/Position] at [Company Name]. Having worked alongside you for [duration] in [Current Department/Team], I believe you can provide valuable insights into my skills and contributions.

During our time together, I have greatly appreciated your mentorship and support, and I am confident that your perspective would carry significant weight in my application. If you are willing to provide a reference, I would be happy to discuss this further or provide any details you might need.

Thank you very much for considering my request. I sincerely appreciate your support and guidance.

Best regards,
[Your Name]
[Your Current Position]
[Your Contact Information]