

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

Employer's Name
Company Name
Company Address
City, State, Zip Code

Dear [Employer's Name],

I hope this message finds you well. I am writing to request a reference regarding my previous employment at [Company Name], where I worked as [Your Job Title] from [Start Date] to [End Date].

I am in the process of applying for a new position, and a reference from you would be invaluable to my application. If you could take a few moments to share your perspective on my skills and contributions during my time at [Company Name], I would greatly appreciate it.

Thank you very much for considering my request. Please let me know if you need any further information or if there is a convenient time for us to discuss this.

Sincerely,
[Your Name]