

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference for my recent job application with [Company/Organization Name]. During my time at [Your Former Company/Organization], I greatly appreciated your support and guidance and believe that your insights would be invaluable to my prospective employer.

The position I am applying for is [Job Title] and is a great opportunity for me to further my career in [Field/Industry]. I am confident that your perspective on my skills and experiences, especially during my [mention any specific project or responsibility], would provide a strong recommendation.

If you are willing to provide a reference, please let me know, and I can provide any additional information you might need regarding the position or the company.

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

Sincerely,

[Your Name]