

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference from you for my upcoming professional publication titled "[Title of Publication]". Given your expertise in [relevant field/subject] and our previous collaborations, your endorsement would significantly enhance the credibility of my work.

The publication is scheduled for release on [publication date] and focuses on [briefly describe the content and objectives of your publication]. I believe that your insights could provide valuable context, and I would be honored to feature your thoughts on this topic.

If you agree, I would be more than happy to provide any additional information you may need regarding the publication. Thank you for considering my request; I truly appreciate your support.

Best regards,

[Your Name]

[Your Title/Position]

[Your Organization]