

# Request for Professional Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly ask if you would be willing to provide a professional reference for me as I pursue [specific opportunity, e.g., a new job, graduate school, etc.]. I have greatly appreciated the experience of working together during [mention the context, e.g., specific project, job role, etc.], and I believe your perspective would be invaluable.

If you agree, I would be happy to provide any additional information you may need to make your reference more comprehensive. Thank you for considering my request. I greatly appreciate your time and support.

Sincerely,  
[Your Name]  
[Your Contact Information]