

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter from you as I am currently applying for [specific position/program] at [Company/Organization Name]. I greatly valued our time working together at [Company/Organization] and believe your insights would greatly enhance my application.

The position requires [briefly explain relevant skills or experiences], and I think your perspective on my contributions during [specific project or task] would be incredibly beneficial to my application.

If you agree, I would be happy to provide any additional information you may need, as well as a copy of my resume and details about the position.

Thank you for considering my request. I really appreciate your time and support. Please let me know if you are able to assist me with this.

Warm regards,

[Your Name]