

John Doe

1234 Maple Street

Springfield, IL 62701

Email: johndoe@email.com

Phone: (555) 123-4567

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for a job opportunity I am applying for at [Company Name]. Your perspective on my work and contributions during my time at [Your Previous Company] would be invaluable.

The position I am applying for is [Job Title], and I believe that your endorsement would greatly enhance my application. If you feel comfortable providing a reference, I would be extremely grateful. Please let me know if you need any more details or if there's a convenient time for a brief chat.

Thank you very much for considering my request. I truly appreciate your support.

Sincerely,

John Doe