

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a reference for my application for the [Job Title] position at [Potential Employer's Company Name]. I have applied for this role, and I believe that a recommendation from you would greatly enhance my chances.

During my time at [Your Previous Company Name], I enjoyed [mention any relevant experience or projects], which I believe directly relates to the role I am applying for. Your insights into my skills and work ethic would be invaluable to me during this process.

Please let me know if you require any additional information or if there are specific points you would like me to provide to assist in your reference. I truly appreciate your support and guidance in my career journey.

Thank you very much for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]