

Request for Job Reference

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to ask for your support as I pursue a new job opportunity. I am in the process of applying for a position at [Company Name] and would greatly appreciate it if you could serve as a reference for me.

During our time working together at [Previous Company Name], I truly valued your insights and collaboration. I believe your perspective on my skills and work ethic would be beneficial to prospective employers.

If you agree, I can provide you with more details about the role and the skills they are looking for. Please let me know if you would be comfortable with this.

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

Best regards,
[Your Name]
[Your Email]
[Your Phone Number]