

Subject: Request for Reference

Dear [Recipient's Name],

I hope this message finds you well. I am currently in the process of applying for a job at [Company Name] for the position of [Job Title], and I am reaching out to ask if you would be willing to provide a reference for me.

During my time at [Your Previous Company/Institution], I greatly appreciated your guidance and support, and I believe you can provide valuable insights into my skills and work ethic. The hiring team is particularly interested in [specific skills or experiences relevant to the job], which aligns well with our previous projects.

If you agree, I can provide you with more details about the position and the company. I would also like to inform you about how I have applied my skills in recent projects, which might be useful when you provide your reference.

Thank you for considering my request. I truly appreciate your support and guidance. Please let me know if you would be comfortable providing a reference. Looking forward to your reply.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]