

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to request a business reference for [Name of the Business or Individual you are inquiring about]. We are considering [brief reason for the inquiry, e.g., collaborating with them, hiring them, etc.], and your insights would be invaluable to our decision-making process.

If you could share your experiences regarding their professionalism, work ethic, and any other pertinent information, I would greatly appreciate it. Your assistance in this matter would be greatly appreciated.

Thank you in advance for your time and help. I look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]