

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Position
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance as a professional reference as I pursue [specific opportunity, e.g., a new job, graduate school, etc.]. I have always valued your guidance and support, and I believe your perspective on my skills and work ethic would be invaluable.

If you feel comfortable, I would greatly appreciate it if you could provide a reference on my behalf. Please let me know if you would like any additional information regarding the position or the institution. I would be happy to send you my resume or discuss my recent experiences.

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

Best regards,
Your Name