

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request a reference from you regarding my application for the Executive Assistant role at [Company Name]. During our time working together at [Previous Company/Organization], I believe you were able to observe my skills in project management, communication, and organizational abilities.

Your insights on my work ethic and capabilities would greatly enhance my application and provide potential employers with a valuable perspective on my contributions and skills.

If you agree, I would be happy to provide any additional information about the position and the qualifications they are looking for. Thank you very much for considering my request. I truly appreciate your support.

Warm regards,

[Your Name]