

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am writing to request a reference for my application for the [specific role] at [Company Name]. I have applied for this position because I believe it aligns perfectly with my skills and experience in the oil and gas industry.

I am applying to [Company Name] because I am passionate about [specific aspect of the company or role], and I believe that my background in [relevant experience] would allow me to contribute effectively to your team.

If you are comfortable providing a reference, I would greatly appreciate it. Please let me know if you need any additional information or if there is any formal process I should follow. Thank you for considering my request.

Best regards,

[Your Name]