

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Reference Request

Dear [Recipient's Name],

I am writing to request a reference from you in support of my application for [position/course/opportunity].
Having worked with you as [your relationship, e.g., supervisor, professor, colleague], I believe you can provide
valuable insight regarding my [skills/experience/characteristics], which I hope will strengthen my application.

If you are willing, please let me know if you need any additional information about my background or the
position I am applying for. I appreciate your time and consideration, and I would be grateful for your support.

Thank you very much.

Sincerely,
[Your Name]