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Email Subject Line: Reference for [Your Name]

Dear Mr./Ms./Prof. [Reference's Last Name]

*(If you are writing to a colleague, you can use "Hi [Name]")*

I'm writing to express my interest in a new job with [company name] as [type of role]. Letters of recommendation are required as part of the application process, and I would deeply appreciate it if you could write one for me.

I loved our time together at [company name], and I learned a lot from you during our [project] collaboration. In light of this, I believe you will be an excellent person to vouch for my abilities in [key ability area]. I'm currently employed as [type of role]. And this new position is similar to [type of role], but it will include the [key skills] I gained when working with you.

I'll attach my latest resume and the work advertisement to this email for you to check, and I'll be happy to answer any other questions you might have. [Date] is the deadline for sending the document. I understand you are busy, so if this is too soon, I apologize. If you feel happy writing a letter like this for me, please let me know as soon as possible.

Sincerely,

[Your name].

Templates: <Check comments>