**From:** Your name or email address.

**To:** Your reference’s name or email address.

**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 am reaching out to you because I am applying for a new position as [type of role] with [company name]. Part of the application process is to provide letters of recommendation and I would greatly appreciate it if you could write a letter of recommendation for me.

I enjoyed our time working together at [company name] and I learned a lot from you when we collaborated on [project]. With this in mind, I think you would be a great person to vouch for my skills in [key skill area]. I'm currently working as [type of role] and this new job is closely related but will require the [key skills] I developed while working with you.

I will attach my current resume and the job ad to this email for you to review and if you have any other questions, I will be happy to answer them. The deadline for submitting the letter is [date]. I know you are busy, so if this is too soon, I completely understand. Please let me know as soon as possible if you are comfortable writing a letter like this for me.

Sincerely, *(or "All the best," if you are friendly with the person)*

[Your name].