

[Your Full Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Former Manager's Name]
[Former Manager's Job Title]
[Company Name]

Dear [Manager's Last Name],

I hope you are doing well. I am writing to ask if you would be willing to serve as a professional reference for me as I apply for entry-level positions in the [Industry Name] field.

I truly enjoyed my time working as a [Your Former Job Title] at [Company Name]. I believe the skills I developed under your supervision, such as [Skill 1] and [Skill 2], have prepared me well for the next step in my career.

I am currently interviewing for a [Job Title] position at [New Company Name]. They have requested a list of references, and I would appreciate it if you could speak to my work ethic and performance during my time with your team.

Please let me know if you are comfortable providing a reference. If so, I will share your preferred contact information with the hiring manager. I have also attached my current resume for your reference.

Thank you for your time and for all your support during my time at [Company Name].

Best regards,

[Your Name]