## **Heartfelt request for reference letter**

Dear [Employer Name],

I hope you are doing well. I am reaching out to humbly request a reference letter highlighting my contributions at [Company Name] as [Job Title].

Your guidance and mentorship have greatly shaped my career, and your recommendation would mean a lot to me as I pursue [Position/Program]. Thank you for considering my request.

Warm regards,

[Your Name]

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