

Informal Request for Reference Letter via Email

Subject: Can You Help Me With a Reference?

Hey [Recipient Name],

I hope everything is going well! I'm applying for [Program/Job/Opportunity] and thought of you as someone who knows my work and character well. Would you be willing to write me a reference letter?

I can send over my resume or a summary of my experience to make it easier. Thanks so much for considering!

Best,

[Your Name]

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