Subject: Reference request – [Your Name]

Dear [Name],

I hope you are well. I worked with you at [Company name] as a [Your job title] from [Year] to [Year].

I am now applying for [type of job] positions, and I would be grateful if you would agree to be one of my references.

If you are happy to help, please let me know the best number and email address for employers to use.

Thank you for your time and support.

Kind regards,
[Your Name]
[Cell number]

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