**Asking Someone to be your Reference Via Email**

Dear Mr./Mrs./Ms. \_\_\_\_\_\_\_\_\_,

I hope you are doing well. With your permission, I would like to use you as a reference who can speak to my qualifications, skills, and abilities. Of course, I would advise you when I have given out your name and contact information, so you will know when to expect a call. Please let me know if you would be comfortable acting as a reference for me.

Thank you in advance for your assistance.

Sincerely,

Your Full Name