Dear Lydia,

I was wondering if you would be able to help me with my job search by providing me with a reference. As I mentioned to you before, I will be relocating to Seattle in a little over a month, and I am still in the process of looking for a new job. I have worked under your direct supervision for many years now, so a positive reference from you would, I think, greatly improve my odds of landing a new job.

If you are able to speak to my skills and qualifications, and if you do not mind doing so, I would like to provide your contact information to prospective employers as a reference. I will make sure to let you know whenever I give out your information so that you can be prepared. I am also willing to provide you with a current copy of my resume, along with any other information that would be of use to you.

Again, any help you could offer me would be greatly appreciated. At your earliest convenience, please let me know if you are willing to act as a reference.

Thank you,

Jane Doe