

# Request for Professional Reference

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance as a professional reference for my application for [specific professional license] with [Licensing Board/Organization]. Your support and insight into my skills and experience would be invaluable in this process.

As you are aware, I have [briefly describe your relationship and relevant experiences with the recipient, e.g., "worked together at XYZ Company for three years," or "supervised my internship"]. I believe that your perspective on my work ethic, professionalism, and relevant skills would greatly enhance my application.

The deadline for submission of references is [Insert Deadline Date]. If you agree, I would be happy to provide any additional information you may need regarding the licensing process or my qualifications.

Thank you very much for considering my request. I truly appreciate your support and look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]