

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance with an employment reference as I pursue my professional licensing in [specific field or profession]. The licensing board requires confirmation of my previous employment and your insights regarding my qualifications would be invaluable.

During my time at [Company Name], I had the opportunity to [mention specific responsibilities or projects you worked on]. I believe your perspective on my skills and work ethic will greatly support my application.

If you are willing to provide a reference, I would be happy to provide any additional details you might need. I would be incredibly grateful for your help during this important step in my career.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]