

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a personal reference for my application for a professional license in [specific field or profession]. I am required to submit a reference from someone who can attest to my qualifications and character.

Having worked alongside you for [duration] at [Organization/Project Name], I believe you can speak to my skills in [specific skills or experiences]. Your insight into my [work ethic, professionalism, etc.] would greatly assist in conveying my suitability for this license.

If you agree to assist me, I would be happy to provide any additional information you might need and the details about where to send the reference. I understand this request requires your time, and I truly appreciate your consideration.

Thank you in advance for your support. Please let me know if you are comfortable writing this reference for me.

Sincerely,

[Your Name]