

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter from you to support my application for professional licensing as a [specific license, e.g., Registered Nurse, Licensed Architect, etc.].

As you know, I have had the pleasure of working under your supervision at [Company/Organization Name] for [duration of time]. During this period, I have gained valuable experience in [briefly mention relevant skills or projects], which I believe has prepared me for the professional licensing process.

It would be greatly appreciated if you could highlight my [mention any specific skills, traits, or experiences relevant to the licensing] in your reference. The deadline for submission is [insert date], and I would be happy to provide any further details or forms you may need.

Thank you very much for considering my request. I truly appreciate your support.

Sincerely,

[Your Name]