

Letter of Reference Request

Date: [Insert Date]

To: [Mentorship Program Coordinator's Name]

[Mentorship Program Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Mentorship Program Coordinator's Name],

I hope this message finds you well. I am writing to request a letter of reference from you to support my application for [specific mentorship program name] as I seek to further my career development and enhance my skills.

Having served in [specific military branch or unit], I believe that the mentorship provided through this program will be invaluable to my transition into [specific field/role]. Your guidance and insights would greatly aid me in this endeavor, and I would be honored if you could highlight some of my strengths and experiences while serving under your leadership.

If you agree to assist, I can provide additional details about the program, my resume, and any other necessary information to make the process as seamless as possible. The deadline for the submission of references is [insert date], and I would be immensely grateful for your support.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]