

Request for Military Reference

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference letter from you regarding my military service and skills, as I am in the process of applying for [specific professional licensing]. Your insight into my time in the [specific military branch or unit] would greatly support my application.

During my service, I was involved in [briefly describe relevant duties or accomplishments], which equipped me with skills pertinent to [licensing requirements]. A reference from you would provide valuable context to my application.

Thank you for considering my request. Please let me know if you need any additional information or if there is a specific format you prefer for the reference letter. I appreciate your support.

Sincerely,

[Your Name]