

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my application for a teaching position in after-school programs at [Program Name]. I believe your insights into my skills and experiences would greatly enhance my application.

During my time at [Previous Job or School Name], I had the pleasure of working alongside you and truly valued your mentorship. I am particularly proud of [specific achievement or experience that would be relevant to the after-school program].

The position I am applying for focuses on [brief description of the position and its responsibilities]. I feel that your perspective on my work ethic and ability to engage with students would provide a strong endorsement of my candidacy.

If you are able to assist, I would provide you with any further details you may need regarding the position or my accomplishments. Thank you for considering my request; I appreciate your time and support.

Warm regards,

[Your Name]