

Request for Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for me as I apply for a coaching position at [School/Organization Name]. Your insights into my skills and experiences would be invaluable to my application.

During our time together at [Previous Institution/Team], I greatly appreciated your support and mentorship. I believe that your perspective on my teaching and coaching abilities would be highly regarded by the selection committee.

If you agree, I would be happy to provide any additional information about the position or my qualifications to make the process easier for you. The deadline for the reference is [Date].

Thank you very much for considering my request. I appreciate your support and hope to hear from you soon.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Current Position]