

Reference Request for Teaching Position

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[School/Organization's Name]
[School/Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request a reference from you regarding my application for a teaching position at [School/Institution Name]. As I pursue opportunities in education administration, your endorsement would provide invaluable insight into my qualifications and commitment.

During my tenure at [Previous School/Organization], I had the privilege of [briefly mention your role and key responsibilities or achievements]. I believe that your perspective on my [skills, work ethic, or specific contributions] would significantly enhance my application.

If you are willing to provide a reference, I would greatly appreciate it. I am happy to provide any additional information you may need, including my updated resume or details about the position I am applying for.

Thank you for considering my request. I appreciate your support and guidance throughout my career.

Sincerely,
[Your Name]