

Reference Request for Teaching Position

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as I pursue an elementary school teaching position at [School's Name].

Your guidance and support during my time at [Your Previous School/Organization] greatly contributed to my development as an educator, and I believe your perspective would be invaluable to my application.

If you are willing to provide a reference, please let me know if you need any additional information regarding the position or my experience. I appreciate your consideration and support.

Thank you very much!

Sincerely,
[Your Name]
[Your Contact Information]