

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Position]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for me as I apply for a teaching position at [School Name]. During my time at [Previous School or Program], I greatly valued your guidance and support, and I believe your insights into my abilities would be invaluable to prospective employers.

The position I am applying for is [specific subject or role], and I feel my experiences with [specific experiences related to teaching] make me a strong candidate. If you are able to assist me, I will ensure to provide you with any pertinent information regarding the application and the key points that I hope would be appreciated by the committee.

Thank you very much for considering my request. I appreciate your time and support. Please let me know if you would be comfortable providing a reference, and I would be happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Job Title, if applicable]