

Reference Request for Online Teaching Position

Dear [Reference's Name],

I hope this message finds you well. I am writing to request a reference from you as I apply for an online teaching position at [Institution/Organization Name]. Given our previous work together in [specific context, e.g., teaching, training], I believe you can provide valuable insights into my skills and experiences.

The position requires [briefly describe key requirements or responsibilities], and I think your perspective on my abilities in [relevant skill areas] would be particularly impactful.

If you are willing to assist, I would be happy to provide any additional information you may need, including details about the job and my current resume. The submission deadline for references is [date].

Thank you very much for considering my request. I appreciate your support and guidance.

Sincerely,
[Your Name]
[Your Contact Information]
[Your LinkedIn Profile (if applicable)]