

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

[Recipient's Name]  
[Recipient's Position/Title]  
[Recipient's Institution/Organization]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as I am applying for a private tutoring position. I believe that your insights into my teaching abilities and dedication to education would provide a valuable perspective for potential clients.

During my time as your student, I have greatly appreciated your support and guidance, which has played a significant role in my academic journey. I feel that your reference would help illustrate my skills and qualifications effectively.

If you are willing to assist me with this request, please let me know if you would need any further information or specific details regarding the tutoring position I am applying for.

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

Warm regards,  
[Your Name]