

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference on my behalf as I apply for a teaching position in special education at [School/Organization Name]. As you know, I have a deep passion for supporting students with diverse learning needs and believe my skills align well with this role.

During my time at [Previous School/Organization], I had the privilege of working under your guidance, allowing me to develop my teaching methodologies and enhance my ability to adapt lessons for students requiring special education services. I would greatly appreciate it if you could highlight my [specific skills or experiences] in your reference.

If you are willing, I will ensure that you have all the necessary details about the position and any deadlines for submission. Thank you for considering my request. Your support means a lot to me and will undoubtedly strengthen my application.

Warm regards,

[Your Name]