

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[School's Name]

[School's 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 apply for a substitute teaching position at [School/Organization Name]. Having had the opportunity to work alongside you at [Previous School/Organization Name], I believe your insights into my skills and experience would be incredibly valuable to my application.

During my time at [Previous School/Organization Name], I gained experience in [specific skills or responsibilities relevant to substitute teaching]. I am eager to bring this experience to the substitute teaching role and support students in their learning journey.

If you feel you can provide a positive reference, I would greatly appreciate your support. Please let me know if you require any further information to assist you with this request. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you very much for considering my request. I look forward to your response.

Sincerely,

[Your Name]