

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request a reference from you as I pursue my application to nursing school. I have greatly valued my experience at [Company/Organization Name], and I believe that your insights into my skills and work ethic would provide an excellent perspective for my application.

I am particularly proud of my contributions in [specific projects or roles], and I feel that your endorsement would highlight my capabilities in patient care and teamwork.

The nursing school application deadline is [insert date], and they require references to be submitted by [insert date]. If you are able to assist me, I can provide you with any necessary details regarding the submission process.

Thank you for considering my request. I truly appreciate your support and guidance throughout my career.

Sincerely,

[Your Name]