

# Reference Request for Nursing School Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Healthcare Organization/Company Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a letter of reference to accompany my application to nursing school. I have greatly valued my time working at [Organization/Company Name] and believe that your insights into my skills and work ethic would greatly benefit my application.

As you know, I have been working as [Your Position] under your supervision for [duration]. During this time, I have developed my skills in [specific skills/experiences related to healthcare], and I am eager to further my education in nursing.

If you agree to provide this reference, I would be happy to provide further details about the nursing program and any specific qualities or skills you might want to highlight. The deadline for submission is [deadline date].

Thank you very much for considering my request. Your support means a lot to me, and I truly appreciate your time and assistance.

Sincerely,

[Your Name]