

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mentor's Name]

[Mentor's Title]

[Department/Organization]

[Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for me as I apply to [Nursing School Name] for my nursing program.

Throughout my time working with you on [specific project or research topic], I have learned so much about [mention specific skills or knowledge gained]. I believe that your insight into my abilities and work ethic would provide a valuable perspective to the admissions committee.

If you agree to serve as a reference, I would be happy to provide any additional information about the program or discuss the focus of my application. The deadline for submission is [insert deadline], and the reference can be submitted through [provide submission method, e.g., online form, email].

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

Sincerely,

[Your Name]