

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Supervisor's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to respectfully request a reference letter from you as I apply to nursing school. Your guidance and support during my time at [Company/Organization Name] have been invaluable to my growth, and I believe your insights into my skills and dedication would greatly enhance my application.

The nursing school application deadline is [Deadline Date], and I would appreciate it if you could provide your reference by that date. If you need any additional information or specific points that you would like me to include about my experiences under your supervision, please let me know.

Thank you very much for considering my request. I truly appreciate your support and the opportunity to learn from you.

Sincerely,

[Your Name]