

Job Shadowing Reference Request

Date: **[Insert Date]**

Recipient Name: **[Insert Recipient's Name]**

Recipient Title: **[Insert Recipient's Title]**

Company Name: **[Insert Company Name]**

Company Address: **[Insert Company Address]**

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] at [Your College/University Name], majoring in [Your Major]. I am reaching out to request your support as I pursue a job shadowing opportunity in [specific field/industry].

I have always admired your work at [Company Name], especially [mention any specific project or quality you admire], and I believe that shadowing you would provide invaluable insights as I explore potential career paths in [specific field].

As part of my college requirements, I need a reference from a professional in the field. Would you be willing to provide a reference for me? Your guidance and support during this process would mean a lot to me.

Thank you for considering my request. I appreciate your time and look forward to the possibility of learning from your experience.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]