

Job Shadowing Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference as I explore job shadowing opportunities in the [specific industry or field] sector. As I aim to gain practical insights and experiences, your perspective would be invaluable to me.

Having [briefly explain your relationship or past experiences], I believe that your knowledge of my skills and interests would provide a meaningful reference. I am particularly interested in [mention specific areas or roles you are exploring], and your endorsement would assist me greatly in my journey.

If you are willing to assist me with this reference, I would greatly appreciate it. Please let me know if you require any additional information or if there is a convenient time for us to discuss this further.

Thank you for considering my request. I look forward to hearing from you soon.

Warm regards,

[Your Name]