

Job Shadowing Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance as a reference for my job shadowing experience that I am undertaking for mentorship purposes. Your insight into my skills and potential would greatly enrich my learning experience.

During my time shadowing you, I am eager to gain a deeper understanding of [specific field or job role], and I believe that your feedback during this process would be invaluable.

If you are willing, I would greatly appreciate your support in this endeavor. Please let me know if you would be comfortable providing a reference, and I can provide further details about the job shadowing opportunity.

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

Sincerely,

[Your Name]