

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I recently graduated from [Your University] with a degree in [Your Degree]. I am reaching out to request your support in providing a reference for my recent job shadowing experience at [Company Name].

During my time shadowing, I had the opportunity to learn about [specific activities or skills], which have further fueled my passion for [relevant field]. Your insights and guidance were invaluable, and I believe a reference from you would significantly enhance my job applications.

If you are willing, I would greatly appreciate it if you could provide a brief reference highlighting my skills and dedication during the shadowing period. Please let me know if you need any additional information or if there's a convenient time for us to discuss this request further.

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

Sincerely,

[Your Name]