

Job Shadowing Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my job shadowing experience during my vocational training program. I had the privilege of shadowing you on [specific dates] and learned immensely from the insights you shared about your role in [specific field/industry].

As I pursue further opportunities in [mention career or field], a reference from you would greatly enhance my applications and provide potential employers with a comprehensive view of my skills and work ethic.

If you are willing to provide this reference, please let me know if you need any additional information or if there is a preferred format you would like me to follow.

Thank you for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]