

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a professional reference from you as I apply for an apprenticeship role at [Company/Organization Name]. I believe your insight into my skills and work ethic would greatly support my application.

During my time working with you at [Previous Job/Project], I developed valuable skills in [specific skills or experiences related to the apprenticeship]. Your guidance and mentorship were instrumental in my growth, and I would be honored if you could share your perspective on my qualifications.

The apprenticeship I am applying for involves [briefly describe the apprenticeship role and its requirements]. I am excited about the opportunity to further develop my abilities and contribute to [Company/Organization Name].

If you agree, I would greatly appreciate it if you could provide your reference by [specific date]. Please let me know if you need any additional information or if there is a convenient time for us to discuss this further.

Thank you very much for considering my request. I truly value your support.

Sincerely,  
[Your Name]  
[Your Contact Information]