

Reference Request for [Candidate's Name]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Candidate's Name], who has applied for an apprenticeship position at [Company/Organization Name]. [Candidate's Name] has expressed a keen interest in developing their skills in [specific field/industry], and I would greatly appreciate any insights you could provide regarding their abilities and character.

[Candidate's Name] has demonstrated [specific qualities/skills relevant to the apprenticeship] during their time at [where you know the candidate from]. I believe that your perspective on their capabilities would be invaluable in helping us assess their fit for this opportunity.

If you are able to provide a reference, please feel free to reply to this email or contact me directly at [Your Phone Number]. Thank you in advance for your assistance and support.

Sincerely,

[Your Name]

[Your Position]