

# Request for Apprenticeship Program Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference as I apply for the apprenticeship program at [Program Name/Company Name]. I am excited about the opportunity to enhance my skills and gain practical experience in [specific field/industry].

Having worked with you on [specific project or experience], I believe you could provide valuable insight into my skills and work ethic. Your support in this matter would greatly strengthen my application.

If you are willing, I would appreciate it if you could touch on [specific skills or experiences you'd like highlighted]. The deadline for submitting the reference is [Deadline Date].

Thank you for considering my request. Please let me know if you need any further information or if there is a convenient time for us to discuss this.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile] (if applicable)