

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mentor's Name]

[Mentor's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I am writing to respectfully request your support in providing a mentorship reference as I pursue an apprenticeship opportunity with [Company/Organization Name]. Your guidance has been instrumental in my development, and I believe your insights would greatly benefit my application.

The apprenticeship focuses on [brief description of the apprenticeship], and I am eager to further my skills and knowledge in this area. I feel that your perspective on my abilities and work ethic would provide a strong endorsement to my application.

If you agree, I would be happy to provide any additional information you may need regarding the apprenticeship and my qualifications. Thank you very much for considering my request. I truly appreciate your support.

Warm regards,

[Your Name]