

Reference Request for Apprenticeship Application

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as I am applying for an apprenticeship position at [Company/Organization Name]. The opportunity is crucial for my career development, and I believe your insights into my skills and experience would be invaluable.

During my time at [Your Previous Experience or Educational Institution], I had the pleasure of working with you on [Specific Project or Task], where I demonstrated my abilities in [Skills/Responsibilities]. I would be grateful if you could highlight my strengths in your reference.

The application deadline is [Date], and I would need the reference by then. If you are willing to assist me, I can provide more details about the position and what the reference should cover.

Thank you very much for considering my request. I appreciate your support and guidance throughout my journey.

Kind regards,
[Your Name]
[Your Contact Information]
[Your LinkedIn Profile (if applicable)]