

# Request for Reference Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference letter from you in support of my application for a public service position at [Insert Organization/Agency Name]. As you may recall, I have [briefly mention your relationship, e.g., worked together at, studied under, etc.], and I believe your insights into my skills and experiences would greatly benefit my application.

The position I am applying for involves [briefly describe the role and its importance], and I am confident that my background in [your relevant experience or skills] aligns with the demands of this role. Your perspective on my [mention relevant qualities or achievements] would provide a meaningful endorsement.

If you are comfortable providing this reference, I would be happy to provide any additional details about the position or my application. The deadline for submission is [insert deadline]. Please let me know if you need any further information or if you would like to discuss this over a call.

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

Warm regards,

[Your Name]  
[Your Phone Number]  
[Your Email Address]