

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask if you would be willing to serve as a peer reference for my application for a [specific professional license] with [Licensing Body/Organization]. Your insight into my professional skills and experiences would greatly enhance my application.

As you know, I have [describe your professional relationship, e.g., worked with you at XYZ Company for X years], and I believe you can provide a unique perspective on my qualifications and commitment to our profession. If you agree, I would be both honored and grateful.

The deadline for submission is [Insert Deadline Date], and the reference can be provided through [explain the process, e.g., an online form or email]. I would be happy to provide any additional information you might need to assist with this request.

Thank you for considering my request. I appreciate your support and look forward to hearing from you soon.

Sincerely,

[Your Name]