

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to kindly request a reference regarding my real estate license as part of my job application for the [Position Title] at [Company Name]. As you know, I hold a valid real estate license and am eager to start my career in this field.

Your insight into my skills and work ethic would be incredibly valuable to potential employers. If you could provide a brief reference emphasizing my qualifications and character, I would greatly appreciate it. Please feel free to reach out to me if you need any additional information.

Thank you very much for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]