

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mentor's Name]

[Mentor's Title]

[Mentor's Company/Organization]

[Company Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I am reaching out to request a reference letter from you as I pursue a new job opportunity. I have greatly appreciated your mentorship during my time at [Program/Company] and believe your insights into my skills and work ethic would be invaluable to potential employers.

As I apply for the position of [Job Title] at [Company Name], I would be incredibly grateful if you could provide a reference letter highlighting my [specific skills/qualities]. The deadline for submissions is [Date], and I can provide any additional details or context that may assist you.

Thank you very much for considering my request. I understand you have a busy schedule, and I truly appreciate your time and support.

Warm regards,

[Your Name]