

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Hospital/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference as I seek new opportunities in my nursing career. Having spent [number of years] years working as a registered nurse at [Current/Previous Employer's Name], I have gained invaluable experience in patient care and collaboration with interdisciplinary teams.

During my time at [Current/Previous Employer's Name], I worked in [specific departments or specialties], allowing me to develop strong clinical skills and a compassionate approach to patient advocacy. I believe your insight into my work ethic and patient interactions would greatly benefit my prospective employers.

If you are willing to provide a reference, please let me know. I would be happy to discuss my goals further or provide any necessary information that might assist you in the process.

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

Sincerely,

[Your Name]