

Letter of Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference as I pursue a leadership position within the nursing field. Given our experience working together at [Previous Workplace or Experience], I believe you could provide valuable insight into my skills and leadership abilities.

During my time as [Your Position] at [Previous Workplace], I demonstrated [specific skills or contributions], which I feel are critical for the role I am applying for at [New Job/Organization]. Your perspective would greatly enhance my application.

If you're willing, I would appreciate it if you could speak to my [mention particular skills or qualities relevant to the job]. I understand you have a busy schedule, but if you could provide the reference by [specific date], I would be grateful.

Thank you very much for considering my request. I look forward to staying in touch!

Sincerely,

[Your Name]