

Request for Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request a reference letter from you as I am applying for a nursing internship at [Internship Organization/Program]. During my time at [Your School/Previous Work Experience], I greatly appreciated your guidance and support, and I believe your insights into my skills and experiences would be invaluable to my application.

I am particularly excited about this internship opportunity because [mention any specific reason related to the internship or your career goals]. Your perspective on my performance in [mention specific tasks or roles] would help to highlight my qualifications.

If you are willing to assist me with this request, I would greatly appreciate having the reference submitted by [mention the deadline if applicable]. I would be happy to provide any additional information you may need about the internship or my application process.

Thank you very much for considering my request. I value your support and guidance as I take this next step in my nursing career.

Sincerely,

[Your Name]