

Request for Job Reference

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to you because I am in the process of applying for a part-time nursing position at [Hospital/Organization Name]. I believe that your knowledge of my skills and experiences during my time at [Previous Job/Institution Name] would greatly contribute to my reference.

If you feel comfortable, I would greatly appreciate it if you could provide a reference on my behalf. The hiring manager may contact you in the near future. Please let me know if you would be willing to help me with this request.

Thank you for considering my request. Your support means a lot to me.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]