

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 request a reference for my nursing job applications as I have recently graduated from [Your Nursing School] with a degree in [Your Degree, e.g., Bachelor of Science in Nursing]. I believe your insight into my skills and experiences would greatly enhance my job prospects.

During my time at [Nursing School/Previous Job/Internship], I had the pleasure of working under your supervision, where I developed my skills in [mention specific skills or experiences relevant to the job]. I am particularly proud of [specific achievement or project], and I feel this experience has prepared me well for the next step in my nursing career.

If you feel comfortable, I would appreciate it if you could highlight my strengths in patient care, teamwork, and professionalism in your reference. I am applying to several positions, and your recommendation would be invaluable.

Thank you very much for considering my request. I truly appreciate your support, and I look forward to staying in touch.

Sincerely,  
[Your Name]