

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Company 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 application as I am seeking a relocation opportunity to [New City/State]. I greatly enjoyed working under your supervision at [Previous Employer's Name] and believe you can provide valuable insights into my skills and experiences.

As you may recall, my role primarily involved [brief description of responsibilities or achievements], and I am eager to leverage that experience in a new setting. Your endorsement would be incredibly beneficial as I pursue this new chapter in my career.

If you are willing to assist, I would be happy to provide any additional information you might need, including details about the position and the new employer. I understand you have a busy schedule, and I genuinely appreciate any time you can dedicate to this request.

Thank you very much for considering my request. I look forward to hearing from you soon.

Warm regards,

[Your Name]