

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Facility/Organization Name]

[Facility Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for my application for a specialized nursing role in [specific area, e.g., Pediatric Oncology]. I have always admired your leadership and the supportive environment you foster at [Facility/Organization Name].

During my time at [Previous Job/Institution Name], I had the opportunity to work under your supervision as a [Your Position], where I developed [specific skills/experiences relevant to the specialized role]. I believe that your insights regarding my skills, dedication, and contributions to the team would significantly enhance my application.

If you are willing, I would greatly appreciate a reference letter highlighting my strengths in [specific skills or attributes related to the specialization]. Please let me know if you need any additional information or if there's a convenient time for us to discuss this further.

Thank you for considering my request. I genuinely appreciate your support.

Warm regards,

[Your Name]

[Your Job Title]