

# Request for Job Reference

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title]  
[Organization/Facility Name]  
[Address]  
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for a temporary nursing position I am applying for at [Organization/Facility Name]. As you know, I have previously worked under your supervision, and I believe your insights into my skills and experience would greatly support my application.

The role I am pursuing is focused on [briefly describe the role and responsibilities], and I am confident that my background in nursing and the experiences we shared would make me a strong candidate.

If you are comfortable providing a reference, I would be grateful if you could speak to my [mention any specific skills or traits relevant to the role, such as teamwork, patient care, etc.]. Please let me know if you need any additional information or if there are forms that you need to complete.

Thank you very much for considering my request. I greatly appreciate your support and hope to hear from you soon.

Sincerely,  
[Your Name]