

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request a letter of reference from you as I am applying to dental school. Your insight into my skills and experiences in the workplace would be invaluable to my application.

During my time at [Company Name], I have had the opportunity to [briefly describe relevant experiences and skills]. I believe that your perspective on my work ethic and contributions would greatly enhance my application.

If you are willing to assist me with this request, I would greatly appreciate it. The letter is due by [insert deadline] and can be sent directly to [provide submission details, e.g., email address or mailing address].

Thank you very much for considering my request. Please let me know if you need any more information or if there's anything I can provide to assist you in writing the letter.

Sincerely,

[Your Name]