

# Letter of Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request your assistance in providing a reference for my aviation program application as part of the professional licensing requirements.

As you are aware, I have been working towards my [specific aviation certification or program] and believe that your insight into my skills and work ethic would be invaluable in my application. Your perspective on my experiences and performance during [specific project, internship, or employment] would greatly enhance my candidacy.

Should you agree to this request, I would appreciate if you could highlight my [mention specific skills or achievements relevant to the aviation field]. The deadline for submission is [insert deadline], and I can provide any further information needed to assist you in this process.

Thank you very much for considering my request. I greatly appreciate your support and guidance.

Sincerely,

[Your Name]