

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

[Recipient's Name]
[Position or Title]
[Community College Name]
[College Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as I apply for [Job Title] at [Company Name]. My time at [Community College Name] has been instrumental in shaping my skills and knowledge, and I believe that your insight into my abilities would greatly enhance my application.

During my time in your [Course/Program Name] class, I was able to [briefly describe what you learned or accomplished], which I believe applies directly to the requirements of the position I am seeking. Your perspective on my work ethic and my contributions would provide the potential employer with valuable context regarding my qualifications.

If you are willing to provide a reference, I would be happy to provide any additional information you may need. I will keep you informed throughout the application process and let you know about the outcome.

Thank you for considering my request. I appreciate your support and guidance as I take this next step in my career.

Sincerely,
[Your Name]