

Request for Reference Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter in support of my application for the [specific health care program] at [Institution/Organization Name]. As someone who has closely worked with me during [specific period or project], I believe you can provide valuable insights into my qualifications and experiences.

This program is an important step for my professional development, and your perspective on my skills in [specific areas or responsibilities] would greatly enhance my application. The deadline for submission is [insert deadline], and I would be grateful if you could provide the letter by then.

If you need any additional information or have any questions, please feel free to contact me. Thank you very much for considering my request; I truly appreciate your support.

Sincerely,

[Your Name]