

# Letter of Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for [Name of Applicant], who is applying for a position in our health care program. Given your experience and knowledge of [Name of Applicant]'s skills and achievements, your insights would greatly support their application.

[Name of Applicant] has demonstrated [briefly describe relevant skills or experiences], and your perspective on their suitability will be invaluable in our assessment process. If possible, please provide your reference by [insert deadline].

Thank you for considering this request. I appreciate your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]