

Reference Request for Clinical Placement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference from you for my application to the clinical placement as part of my counseling program at [Institution Name]. Given our previous work together and your understanding of my skills and dedication, I believe your insights would greatly enhance my application.

The clinical placement is a valuable opportunity for me to gain practical experience and further develop my counseling skills. Your perspective on my clinical competencies and professional conduct would be invaluable to the selection committee.

If you are willing to provide a reference, I would be happy to share more details about the program and any specific points that might be helpful for you to include. The deadline for submission is [Insert Deadline Date].

Thank you very much for considering my request. I truly appreciate your support and guidance throughout my journey.

Sincerely,

[Your Name]