

Reference Request for Professional Licensure

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance as I pursue my professional licensure in counseling. As part of the application process, I need to provide references from qualified professionals who can attest to my skills and dedication in the field.

Given our previous work together during my time in the [Counseling Program/Your Institution's Name], I believe you can provide valuable insight into my abilities and character. Your support would greatly enhance my application and bolster my credentials as I move forward in my career.

If you are willing to assist me with this request, please let me know if you need any additional information or documentation regarding the licensure process. I would be more than happy to provide whatever you need to make this as easy as possible.

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

Sincerely,
[Your Name]