

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request your support as I pursue a career change in [specific field or position], and I would be grateful if you could provide a reference for me during this process.

During my time working under your supervision at [Company Name], I learned valuable skills in [mention relevant skills or experiences], which I believe will be beneficial in my new career path. Your insight into my work ethic and dedication to the team would provide potential employers with a strong perspective on my capabilities.

If you are willing to assist me with this request, I would be more than happy to discuss my plans in further detail or provide any additional information that may help you. I truly appreciate your consideration and support as I navigate this transition.

Thank you very much for your time, and I look forward to your positive response.

Sincerely,

[Your Name]