

Reference Request

Date: [Insert Date]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to kindly request a letter of reference as I apply for a nursing position at [Insert Organization/Company Name]. Having had the opportunity to work with you during [Insert context of your relationship, e.g., clinical rotations, previous job], I believe you can provide valuable insights into my skills and work ethic.

The nursing role I am applying for requires [Insert specific skills or attributes relevant to the job], and I feel that your perspective on my abilities in these areas would be immensely helpful.

If you're able, I would appreciate it if you could include your observations regarding my clinical skills, teamwork, and overall professionalism. The submission deadline for the reference letter is [Insert Deadline], and it can be sent directly to [Insert Contact Information or Submission Method].

Thank you very much for considering my request. I am grateful for your support throughout my nursing journey. Please let me know if you need any additional information or if there's anything else I can do to assist you with this request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]