



Dear Mr./Ms./Dr. [last name],

I am currently applying for a job *[1-5 words identifying the job]*.

Based on the time during which you were my [teacher, supervisor, coordinator, trainer, etc.], I would like to request your permission to provide your information as a professional reference. I have attached my resume for you. If you have any questions, please feel free to contact me. I look forward to hearing from you.

Thank you,

[Your first and last name]

[Your email address]

[Your phone number ONLY if you want the person to call you!]