Your Name
address
city, state 12345

_____

_____
_____
_____

Dear Sir or Madam:

I am writing to request a letter of reference from you because _____

My employment with _____ from _____ to _____, was a positive experience, and as my immediate supervisor, you are familiar with some my accomplishments. It would be helpful if you could include the following information in your letter: _____

Please send the letter to _____,
_____ to the attention of _____.

Please contact me if you have any questions or need additional information. I can be contacted by phone at _____.

Thank you in advance for your help and prompt attention to my request.

Sincerely,

_____
Your Name

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