

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to request a reference for my job application for the position of [Position Title] at [Company Name]. I have enjoyed my time at the University of Johannesburg and believe that my experiences have prepared me well for this opportunity.

As my professor/supervisor, you have witnessed my growth and development in [specific skills or projects relevant to the job]. I am confident that your perspective on my skills and work ethic would provide valuable insight to my potential employer.

I would be grateful if you could highlight [specific qualities or experiences you would like mentioned] in your reference.

Thank you for considering my request. I appreciate your support and guidance throughout my academic journey.

Sincerely,

[Your Name]
[Your Student ID] (if applicable)