**Subject:** Jessica Angel Reference Request

Dear Ms. Jones,

I am writing to you to request that you provide a reference for me as I begin my job search. As you know, I will be completing my graduate studies this spring, and have found several exciting opportunities that I am exploring.

As my undergraduate thesis advisor and mentor, I believe that a reference from you would provide a potential employer with information to recommend me as a school counselor.

If you need any additional information, please contact me via email or phone.

Thank you for your consideration and support.

Sincerely,

Jessica Angel
555-123-4567
jessicaa@aaa.com