

Reference Request for Graduate School Admission

Dear [Reference's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for me as I apply for graduate school in [specific program or field] at [name of institution]. Your insights into my work during [mention context, e.g., job, internship, course] would be incredibly valuable to my application.

The deadline for submission of references is [date]. If you agree, I will provide you with more details about the program and any specific points you might want to highlight regarding my skills and experiences.

Thank you very much for considering my request. I greatly appreciate your support and guidance.

Best regards,

[Your Name]

[Your Contact Information]