

Dear [Employer's Name],

I hope this message finds you well. I am writing to request a reference letter from you as part of my application for graduate school at [University Name]. My time working at [Company Name] under your supervision has significantly shaped my professional development, and I believe your insights would greatly enhance my application.

The graduate program I am applying to focuses on [specific area of study], and your perspective on my skills and contributions during my employment would provide valuable context to my application.

If you agree to assist me, I would be happy to provide any additional information you might need, including details about the program and deadlines. I really appreciate your support.

Thank you for considering my request. I look forward to hearing from you.

Best regards,

[Your Name]

[Your Contact Information]

[Your Address]

[Date]