

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Institution or Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a reference for my application to graduate school at [Graduate School Name]. The program I am applying to focuses on [brief description of program], and I believe that your insight into my [specific skills or experiences] would significantly strengthen my application.

My application is due on [application deadline], and I would be grateful if you could submit your reference by that date. If you agree, I will provide any necessary information, including details about the program, my resume, and any specific points I believe would be beneficial to highlight.

Thank you very much for considering my request. I greatly value your support and guidance throughout my academic journey.

Sincerely,

[Your Name]