

[Your Name]

[Your Position]

[Your Institution]

[Your Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing an academic reference for [Candidate's Name], who has applied for [Position or Program] at [Institution Name]. We are conducting reference checks as part of our selection process, and your insights would be invaluable.

[Candidate's Name] has indicated that they studied under your supervision during [mention specific course, project, etc.], and I would greatly appreciate it if you could provide your perspective on their academic capabilities, work ethic, and any relevant experiences you feel would assist us in our evaluation.

If possible, please address the following questions:

- How would you assess [Candidate's Name]'s strengths and weaknesses?
- Can you share any specific examples of their work or contributions?
- How do you believe [Candidate's Name] would fit within our program or institution?

Please feel free to share any other information that you deem relevant. You can reply to this email or contact me directly at [Your Phone Number]. All responses will be kept confidential and used solely for the purpose of this evaluation.

Thank you in advance for your time and assistance. It is greatly appreciated.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]