

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference letter from you to support my application for graduate school. As you know, I have greatly valued the experience and knowledge I have gained while working at [Company Name], and I believe that your insights into my skills and work ethic would add significant weight to my application.

The program I am applying to is [Name of the Program] at [University Name], which focuses on [briefly describe the program]. The deadline for submission is [Submission Deadline]. If you are able to assist me with this, I would be happy to provide any additional information you may need, including details about my experiences or achievements that you may want to highlight.

Thank you very much for considering my request. I truly appreciate your support and mentorship throughout my time at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]