

Reference List Submission for Academic Purposes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit my reference list in support of my [application/thesis/project] for [specific academic purpose]. Please find the attached reference list containing the details of individuals who have agreed to provide references on my behalf.

The references are relevant to my academic experiences and achievements, and I believe they will provide a comprehensive perspective on my qualifications.

Thank you for considering my submission. If you require any additional information, please feel free to contact me.

Sincerely,

[Your Name]