

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request a letter of academic reference regarding my application to [program or institution name] for [specific field of study or degree]. As you are aware, I am pursuing further education in [specific area] and believe that a reference from you would greatly enhance my application.

My experience at [Company's Name] as a [Your Job Title] under your supervision has equipped me with essential skills and knowledge that I believe align closely with the goals of the [program or institution name]. Your insights about my work ethic, commitment, and contributions to the team would provide valuable context to my application.

If you would be willing to write this letter, I would be more than happy to provide any details you may need, including deadlines and points you might consider highlighting. The deadline for submission is [insert deadline].

Thank you very much for considering my request. I greatly appreciate your support and guidance.

Sincerely,

[Your Name]