

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support as I apply to [specific graduate program] at [University Name]. As you are aware, I am passionate about [briefly state your interest in the field or program], and I believe that this program will help me further develop my skills and knowledge.

Given our past experiences together, particularly [mention any relevant projects, courses, or experiences], I believe you would provide valuable insights into my abilities and character as a candidate. I would be immensely grateful if you could serve as a reference for my application.

The deadline for submission is [insert deadline], and I will ensure that all necessary information regarding the reference process is promptly shared with you for your convenience. Please let me know if you would be willing to assist me with this request.

Thank you very much for considering my request. I truly appreciate your time and support.

Best regards,
[Your Name]