

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a professional reference from you as I am applying for graduate school at [University Name] for [specific program]. I believe that your insight into my skills and experiences would greatly benefit my application.

During my time at [Organization/Institution Name], I had the pleasure of working under your supervision as [Your Position]. I learned a lot from your guidance, especially in [specific skills or experiences related to the graduate program]. Your perspective on my abilities would be invaluable for my application.

If you are willing, I would be grateful if you could provide a reference letter that highlights my [specific qualities, skills, or experiences]. The deadline for submission is [date], and the letter can be sent directly to [provide submission instructions or link].

Thank you very much for considering my request. I appreciate your support and am eager to hear from you soon.

Sincerely,

[Your Name]