

Military Reference Request

Date: [Insert Date]

To: [Name of the Referee]

[Referee's Title]

[Unit/Branch Name]

[Address]

[City, State, ZIP Code]

Dear [Referee's Name],

I hope this message finds you well. I am writing to formally request a reference letter from you as part of my college application process. As you know, I am planning to apply to [College/University Name] for [intended major/program], and I believe that a recommendation from you would significantly enhance my application.

During my time in the military, I have learned valuable skills such as [mention relevant skills or experiences], and I feel that your perspective on my service would provide a strong testament to my character and abilities. I believe your insight into my work ethic and dedication would greatly benefit my application.

If you are willing to assist me, I would appreciate it if you could highlight the following points in your letter:

- [Point 1]
- [Point 2]
- [Point 3]

The deadline for submission is [insert deadline date]. If you agree, I can provide more details about the college and my application if necessary. Thank you very much for considering my request. I greatly appreciate your support and guidance.

Sincerely,

[Your Name]

[Your Rank]

[Unit/Branch Name]

[Your Contact Information]