

Reference Request for Early Decision Application

Date: [Insert Date]

Dear [Referee's Name],

I hope this message finds you well. I am writing to request your assistance with my upcoming university admission application, specifically for the Early Decision program at [University Name]. As part of the application process, I am required to submit a letter of reference, and I would be honored if you would consider writing this for me.

Having had [mention any relevant experiences or interactions with the referee, e.g., "the pleasure of being taught by you in my Advanced Chemistry class"], I believe you can provide valuable insights into my abilities and character. I think your perspective would greatly enhance my application.

The deadline for submission is [Insert Deadline], and I would be happy to provide any additional information or documents you might need to assist you in writing the reference letter.

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

Sincerely,
[Your Name]
[Your Email]
[Your Phone Number]