

Request for Reference Letter

Dear [Referee's Name],

I hope this message finds you well. I am writing to request a reference letter from you as I am applying for admission to [University Name] for the [Program Name] program starting in [Month, Year]. As an international student, I believe your insights into my academic abilities and character would greatly strengthen my application.

The admissions committee values references that highlight an applicant's strengths, experiences, and suitability for their chosen program. I would be grateful if you could mention specific projects or skills relevant to my intended field of study.

If you agree to assist me, I would be happy to provide additional details about the program and my achievements to facilitate your writing. The deadline for submission of the reference letter is [Deadline Date]. It can be sent directly to [Submission Method/Email Address].

Thank you very much for considering my request. I appreciate your support and guidance throughout my academic journey.

Best regards,

[Your Name]

[Your Contact Information]

[Your Program/Field of Study]