

University Admission Reference Request

Date: [Insert Date]

Dear [Referee's Name],

I hope this message finds you well. I am writing to formally request your support as a reference for my application to [University Name] for part-time studies in [Program/Field of Study]. I believe that your insight into my skills and experiences would provide a valuable perspective to my application.

The deadline for submissions is [Insert Deadline]. The admissions committee typically looks for references that can speak to the applicant's [mention specific qualities or experiences related to the program]. I am confident that your acknowledgment of my [mention relevant experience, project, or skill] will enhance my application.

If you agree to assist me in this important step, I will provide you with any additional information you might need, including details about the program and my goals.

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

Sincerely,

[Your Name]

[Your Contact Information]