

Request for Reference for University Transfer Admission

Date: [Insert Date]

[Referee's Name]

[Referee's Title]

[Referee's Institution or Organization]

[Referee's Address]

[City, State, Zip Code]

Dear [Referee's Name],

I hope this message finds you well. I am writing to kindly request a reference from you as I am in the process of applying for a transfer to [University Name]. I have greatly valued the knowledge and guidance you have provided during my time at [Current Institution Name], and I believe that your insights into my academic performance and character would greatly enhance my application.

As you may recall, I have been studying [Your Major/Field of Study] under your supervision for [Duration]. I am seeking to transfer because [Brief Explanation of Your Reasons for Transferring]. I am applying to [University Name] because [Reasons for Choosing the University].

It would mean a lot to me if you could provide a reference highlighting my strengths, experiences, and contributions in our time together. The deadline for submission of references is [Deadline Date], and you will be able to submit your recommendation through [Instructions for Submission].

Please let me know if you are able to assist me with this request. I would be happy to provide any additional information or meet to discuss this in further detail. Thank you very much for considering my request, and for your support throughout my academic journey.

Sincerely,

[Your Name]

[Your Current Institution]

[Your Contact Information]