

Visa Application Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your assistance as a reference for my visa application for academic purposes. I am planning to [briefly state the purpose of your study, e.g., pursue a Master's degree in International Relations at XYZ University], starting in [insert start date].

As part of the visa application process, I need to provide a reference that confirms my academic capabilities and intentions. Given your role as [mention your relationship, e.g., my professor/advisor] during my time at [previous institution], I believe your endorsement would carry significant weight.

Please let me know if you would be willing to provide a reference letter by [insert deadline]. I can provide any additional information you may require to support your endorsement.

Thank you very much for considering my request. Your support means a lot to me.

Sincerely,

[Your Name]