

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference to support my visa application for attending the upcoming [Name of International Conference] taking place in [Location] from [Start Date] to [End Date].

As a [Your Position/Title] at [Your Institution/Organization], I am eager to participate in this conference to [briefly explain the purpose of attending, e.g., to present my research, network with professionals, etc.]. Attending this conference would significantly enhance my knowledge and contribute to my professional development.

As part of the visa application process, I am required to provide a reference letter from my supervisor or a colleague from my institution. I would greatly appreciate it if you could provide a letter confirming my employment and support my application for the visa.

If you agree, I can provide further details or a template to assist with the letter. Thank you very much for considering this request. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Position/Title]
[Your Institution/Organization]