

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Colleague's Name]

[Colleague's Title]

[Colleague's Institution]

[Colleague's Address]

[City, State, Zip Code]

Dear [Colleague's Name],

I hope this message finds you well. I am writing to request a letter of reference as I apply to medical school. Given our collaboration on [specific project or experience], I believe you would provide a valuable perspective on my skills and commitment to the field.

The application deadline is [insert deadline], and I would greatly appreciate having your letter by [suggest a date a week prior]. I have attached my resume and a brief summary of my experiences for your reference.

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

Warm regards,

[Your Name]