

Dr. [Supervisor's Name]

[Department]

[University/Institution]

[Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear Dr. [Supervisor's Last Name],

I hope this message finds you well. I am writing to kindly request a letter of reference from you as I am in the process of applying to medical schools. During my time working under your supervision on [specific project/research topic], I gained invaluable experience and insight that shaped my aspiration to pursue a career in medicine.

Your support and guidance have significantly impacted my academic and professional journey, and I believe a reference from you could provide a detailed perspective of my skills, dedication, and passion for the field. The deadline for submission is [insert deadline], and I would be happy to provide any additional information or materials that could assist you in writing the letter.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Program/Department, if applicable]