

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask for your support in my application for the MBA program at [University Name]. As part of the application process, I am required to submit one letter of reference and I would be honored if you could provide that for me.

Having worked together on [Specific Project or Experience] at [Your Company], I believe you can provide valuable insights into my skills and work ethic. Your perspective on our collaboration would tremendously enrich my application.

The deadline for the letter is [Insert Deadline], and it can be submitted online directly through the school's application portal. Should you agree to assist me, I would be happy to provide any information you might need, such as details about the program or specific attributes I hope to highlight.

Thank you very much for considering my request. I genuinely appreciate your support and mentorship.

Warm regards,
[Your Name]