

Subject: Request for Reference for MBA Program

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in my application for an MBA program at [University Name]. As my team leader at [Company Name], I believe your insights into my skills and contributions would provide a strong endorsement of my candidacy.

Throughout my time in our team, I have had the opportunity to [briefly describe an achievement, project, or skill relevant to MBA]. Your perspective on my work ethic and leadership potential would be invaluable.

If you are willing to provide a reference, I would be happy to discuss my application and share more details about the program. The deadline for submissions is [insert deadline], and I can provide any necessary forms or information to make the process easier for you.

Thank you very much for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]