

Dear [Mentor's Name],

I hope this message finds you well. I am writing to request a letter of reference as I am applying for the MBA program at [University Name]. Your mentorship has greatly influenced my professional development, and I believe your insights would provide a valuable perspective to my application.

The program aims to enhance my skills in [specific skills or areas], and I feel that your experiences working with me on [specific project or experience] truly reflect my capabilities and growth.

If you agree, I would be happy to provide you with any additional information you may need, including details about the program and my aspirations. The deadline for submission is [date].

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

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (optional)]