

Reference Request for MBA Program

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request your support as I apply for the MBA program at [University Name]. Given our collaboration on [specific project or task], I believe your insight into my skills and experiences would add significant value to my application.

The application process requires a reference letter, and I would be honored if you could provide one on my behalf. The deadline for submission is [Submission Deadline], and I would be happy to provide any additional information or assistance you might need to complete the letter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]