

Request for Performance Review Reference

Date: [Insert Date]

Dear [Professor/Employer's Name],

I hope this message finds you well. I am writing to kindly request your assistance in providing a reference for my graduate school application. As part of the application process, I need to submit a performance review reference, and I believe your insights on my skills and contributions would greatly enhance my application.

During my time at [University/Company Name], I [briefly describe your relationship and any specific projects or roles]. I am particularly proud of [mention any notable achievements or skills relevant to the graduate program] which I believe aligns well with my future studies in [specific field or program].

If you agree to provide the reference, I would be happy to provide any additional information you might need, such as my resume or details about the programs I am applying to. The deadline for submission is [Insert Deadline], and I can provide instructions on how the reference can be submitted.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your University/Program Information]