

Dear [Mentor's Name],

I hope this message finds you well. I am reaching out to request a letter of reference from you to accompany my undergraduate application to [University/Program Name]. Your guidance and support during my [specific project, internship, or experience] have been invaluable, and I believe your insight into my skills and character would greatly enhance my application.

The deadline for submission is [date], and I would be happy to provide any additional information you might need, such as my personal statement and details about the program.

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

Sincerely,

[Your Name]

[Your Contact Information]