

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a reference for my scholarly project titled "[Project Title]." This project aims to [briefly describe the aim of your project, e.g., investigate, analyze, etc.].

If you agree to be a reference for my project, I would be happy to provide you with further details, including the project timeline and specific areas where your reference would be beneficial.

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

Sincerely,

[Your Name]