

Reference Request for Graduate Studies

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter as I apply for graduate studies in [Specify Program] at [Specify University]. As you know, I have greatly enjoyed my time at [Music School Name] and have learned so much under your guidance.

During my time in the program, I have developed skills in [mention specific skills or experiences relevant to the program], and I am eager to continue my education in a more advanced setting. Your insights into my [skills/character/potential] would provide a valuable perspective to my application.

The deadline for submission is [Insert Deadline], and the reference letter should be sent to [Insert Submission Method]. If you need any further information or context, please feel free to reach out to me.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Degree Program, Year]