

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference from you as I apply for a teaching assistant position at [Music School's Name]. As you are aware, I have had the pleasure of studying under your guidance during my time at [Your School/Institution], where I developed my skills and passion for music.

Your insights into my work ethic and dedication would be invaluable to my application. The position I am applying for requires a strong foundation in music theory, practice, and an ability to assist students effectively, all of which I honed under your tutelage.

If you are willing to provide a reference, I would be happy to send you my resume and any additional information you might need. Thank you very much for considering my request. I appreciate your support throughout my musical journey.

Best regards,

[Your Name]