

Reference Request for Transfer Application

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Music School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter to support my transfer application to [New Music School's Name]. As you are aware, I have enjoyed my time at [Current Music School's Name], and I believe that a transfer will allow me to further develop my musical skills and pursue new opportunities.

During my time at [Current Music School's Name], I have had the privilege of studying under your guidance and participating in various performances and competitions. Your insights into my growth as a musician will provide a valuable perspective for my application.

Please let me know if you would be willing to write this reference letter. I would be happy to provide any additional information you may need, and I can share details about the program I am applying to as well. The deadline for submission is [Insert Deadline].

Thank you very much for considering my request. I greatly appreciate your support and guidance throughout my musical journey.

Sincerely,

[Your Name]

[Your Contact Information]