

Reference Request for Undergraduate Admission

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference letter from you to support my application for undergraduate admission to [University/College Name] as a [specific major, e.g., Bachelor of Music]. As you are aware, my passion for music has been a significant part of my life, and I believe that your insight into my skills and dedication would greatly enhance my application.

During my time at [Music School Name], I had the privilege of studying under your guidance, and I am grateful for the knowledge and experience I gained. I believe you can speak to my progress in [specific areas, e.g., performance, composition], as well as my commitment to [any relevant projects or achievements].

The deadline for submitting the reference is [insert deadline], and it can be sent directly to the admissions office at [University/College Name]. If you agree to write this letter, I would be happy to provide any additional information you may need or discuss my goals further.

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]