

Program Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department or Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my application to [Name of Graduate Program] at [University Name]. I have greatly appreciated your guidance during my [course, job, project, etc.], and I believe you can provide a meaningful perspective on my capabilities and potential as a graduate student.

The deadline for submitting the reference is [insert deadline]. If you agree to assist me, I will ensure that you have all necessary information regarding the program and any specific points you may want to highlight in your recommendation.

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

[Your Name]