

Program Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a program reference in support of my application for a [specific position] at [Company/Organization Name]. As part of the application process, I believe that a reference from you would greatly enhance my candidacy.

During my time in the [specific program or course] at [Institution Name], I had the pleasure of working with you and gaining invaluable insights. I have enjoyed applying the skills and knowledge I acquired under your guidance, and I truly appreciate your support and mentorship.

The position I am applying for involves [briefly describe the job role and its relevance to the program or skills you learned]. I am confident that your perspective on my work ethic, skills, and contributions would provide a strong endorsement.

If you are willing to assist me with this request, I would be more than happy to provide you with any information you might need regarding the position or my qualifications. Please let me know if you would be comfortable acting as my reference.

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

Sincerely,

[Your Name]