

Program Reference Request for Research Opportunity

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as I am applying for a research opportunity at [Institution/Organization Name]. The program specifically seeks candidates with a background in [specific field/research area], and I believe my experience aligns well with their goals.

During my time at [Your Institution/Organization], I had the privilege of working under your guidance on [briefly describe project or experience]. Your insights and feedback were incredibly valuable, and I would be grateful if you could speak to my skills and contributions in your reference.

The deadline for the reference submission is [insert date], and it can be submitted electronically via [insert method of submission]. If you need any additional information or specific details about the program, please let me know.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Institution/Organization]