

Program Reference Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my application to the [Name of the Study Abroad Program] at [Institution/Organization Name]. I believe your insight into my skills and experiences would greatly enhance my application.

As you may recall, I [Briefly mention your relationship with the recipient, such as courses taken, projects, or roles]. Your perspective on my [mention specific skills or qualities] would be invaluable to the selection committee.

The deadline for submission is [Insert Deadline Date], and I would be happy to provide any additional information or materials you may need to assist in writing the reference.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]