

Letter Template for Graduate Assistantship Referral Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to seek your assistance regarding my application for a graduate assistantship program related to [specific program/course] at [University Name]. Given your expertise in [relevant field/industry], I believe a referral from you would greatly enhance my application.

Throughout my academic journey, I have developed a strong foundation in [relevant skills or experience], and I am eager to apply this knowledge in a practical setting. Your support in endorsing my application would not only validate my skills but also affirm my commitment to furthering my education in our field.

If you need any additional information regarding my background or the specifics of the assistantship, please let me know. I genuinely appreciate your consideration and any support you can provide.

Thank you very much for your time and assistance. I look forward to hearing from you soon.

Sincerely,
[Your Name]