

# Reference Request for High School Application

Date: [Insert Date]

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to request a letter of reference from you to accompany my application to [Name of the High School]. As you are aware, I am seeking admission for the upcoming academic year, and I believe that your insights into my academic performance would provide a valuable perspective to the admissions committee.

Throughout my time in [Class/Subject] under your guidance, I have gained a deep appreciation for [specific subjects or skills related to the desired high school program]. Your support and encouragement have played a significant role in my academic journey, and I would be honored if you could share your thoughts on my achievements and strengths.

The deadline for submission is [Insert Deadline]. If you agree to assist me with this, I would be more than happy to provide you with any additional information or specific points that you might wish to include in your letter.

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

Sincerely,

[Your Name]

[Your Contact Information]