

Request for Reference

Date: [Insert Date]

Dear [Teacher/Counselor's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for my high school application. As you know, I have been actively involved in [specific extracurricular activity or club] during my time at [current school name].

I believe your insight into my participation and contributions in this activity would provide valuable perspective to the admissions committee. Your perspective on my commitment and skills would greatly enhance my application.

Please let me know if you would be willing to assist me with this request. I would greatly appreciate it, and I am happy to provide any additional information you might need.

Thank you very much for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]