

Reference Request for High School Application

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my application to [Name of High School]. As part of the application process, they require a recommendation that highlights my leadership qualities and contributions to our school community.

Throughout my time at [Current School Name], I have been actively involved in various leadership roles, including [list specific roles, e.g., Student Government, Sports Captain, Club President]. I believe your insights into my dedication and ability to inspire my peers will greatly enhance my application.

It would mean a lot to me if you could share your perspective on my leadership experiences, work ethic, and commitment to our school's values. The deadline for submitting the reference is [Insert Deadline Date].

Thank you for considering my request. I appreciate your time and support. Please let me know if you need any additional information or if we could discuss this further.

Warm regards,

[Your Name]

[Your Contact Information]