

Reference Request Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as I apply to [High School Name]. I am seeking a reference that highlights my personal growth and development during my time at [Current School/Organization].

Throughout my years at [Current School/Organization], I have embraced various challenges that have significantly contributed to my character and academic journey. Your insights into my [mention specific experiences or qualities, e.g., leadership, resilience, or dedication] would provide invaluable context to my application.

The deadline for submission is [Insert Deadline], and I would be happy to provide any additional information or discuss my experiences further to assist you in writing the reference.

Thank you for considering my request. I genuinely appreciate your guidance and support throughout my educational journey.

Warm regards,

[Your Full Name]

[Your Contact Information]

[Your Current School Name]