

Request for Reference

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

I hope this message finds you well. I am reaching out to request your support in my application to [High School Name] for the [specific program focus, e.g., STEM program, Arts program, etc.]. I believe your insight into my academic strengths and character would greatly enhance my application.

During my time in your [class name or subject], I have developed a passion for [specific subjects or skills related to the program focus]. Your guidance has been invaluable, and I feel that your perspective would provide a strong endorsement for my suitability for this program.

If you agree to write the reference, the submission deadline is [date]. I can provide any additional information you may need to assist in this process.

Thank you very much for considering my request. I appreciate your support!

Sincerely,

[Your Name]

[Your Contact Information]