

Reference Request for Exchange Program

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Professor's/Advisor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Professor's/Advisor's Name],

I hope this message finds you well. I am writing to kindly request a reference from you in support of my application for the [Name of Exchange Program] at [Partner University/Institution]. I believe that my experiences and the knowledge I have gained in your course, [Course Name], will greatly enrich my application.

The program will allow me to gain invaluable international experience and enhance my academic growth. Your insights into my abilities and character would offer a significant perspective to the selection committee.

If you agree, I would be happy to provide you with a summary of my academic achievements and my goals for this exchange program. The deadline for submission of the reference letter is [Submission Deadline].

Thank you very much for considering my request. I greatly appreciate your support and guidance throughout my studies.

Sincerely,
[Your Name]