

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title/Position]  
[Institution/Organization Name]  
[Address Line 1]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my application to the short-term exchange program at [Program/University Name], which takes place from [Start Date] to [End Date].

During my time as [Your Position/Relationship with Recipient], I have greatly appreciated your guidance and support. I believe your insight into my [skills, qualities, experiences] would be invaluable to my application.

The exchange program aims to [Briefly describe the purpose of the program and its significance]. I am excited about the opportunity to [explain how the program aligns with your goals].

If you agree to provide a reference, I would be happy to supply any additional information or discuss specific points you might consider including in your letter. Please let me know if you require any further details.

Thank you very much for considering my request. I look forward to your favorable response.

Sincerely,  
[Your Name]