

Reference Request for Summer Study Abroad Program

Date: [Insert Date]

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my application to the [specific program name, e.g., Summer Study Abroad Program in XYZ Country] that takes place this upcoming summer.

As you may know, I have greatly enjoyed [mention any relevant classes, projects, or experiences related to the professor]. I believe that participating in this exchange program will enhance my academic experience and exposure to diverse cultures.

The application requires a reference letter that highlights my strengths and suitability for this opportunity. If you agree to assist me with this, I would be happy to provide you with my resume and any additional information that might be helpful.

Thank you very much for considering my request. I appreciate your time and support. Please let me know if you would be able to assist me by [insert deadline].

Warm regards,

[Your Name]

[Your Major]

[Your University]

[Your Email]

[Your Phone Number]