

Request for Reference Letter

Date: [Insert Date]

Dear [Coach's Name],

I hope this message finds you well. I am reaching out to request your support in writing a reference letter for my college admission application. As you know, I have been a part of the [Team Name] for [Number] years, and your mentorship has greatly contributed to my athletic and personal development.

I am applying to [College/University Name] for [Program Name], and I believe that your insights into my achievements and dedication as an athlete would be invaluable to my application. The deadline for submission is [Insert Deadline], and I would greatly appreciate it if you could provide the letter by that date.

Please let me know if you are able to assist me with this request. I am happy to provide any additional information you might need to help with the letter.

Thank you for considering my request. I truly appreciate your time and support.

Sincerely,

[Your Name]

[Your Contact Information]