

# Request for Reference Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference letter as part of my application to the [Specific Residency Program] at [Institution Name]. As you know, I am eager to advance my medical training and believe that your insights into my leadership experiences during my time at [Organization/Institution] would greatly enhance my application.

During my time in [specific role or project], I had the opportunity to [briefly describe leadership experience, e.g., lead a team, coordinate an event, etc.]. I believe this experience has equipped me with the skills necessary to excel in residency, including [mention relevant skills such as teamwork, communication, problem-solving, etc.].

If you agree, please highlight my contributions and leadership capabilities in your letter. I am happy to provide additional details or discuss this further to assist you in writing the reference. The deadline for submission is [Insert Deadline].

Thank you for considering my request. Your support would mean a great deal to me as I pursue this next step in my medical career.

Sincerely,

[Your Name]

[Your Contact Information]