

Residency Program Reference Request

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

[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a letter of reference in support of my application to the [specific residency program name] residency program. I have greatly valued my mentorship experience under your guidance during [mention the specific time period or project].

Your insights and support have played a significant role in my development as a [your role, e.g., medical student], and I believe that your perspective on my skills and dedication would provide an invaluable endorsement to my application.

If you are willing to assist me by writing this reference, I would be happy to provide additional details about the residency program and discuss any specific points you might want to address. The deadline for submission is [insert deadline].

Thank you very much for considering my request. I look forward to the possibility of your support.

Sincerely,
[Your Name]