

# Reference Request for Residency Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request a reference letter as part of my application for [specific residency program] at [Institution name]. During my time at [Research Institution/Department], I had the privilege of working alongside you on [specific research project or area], and I believe your insights into my contributions and skills would provide valuable context for my application.

As you are aware, my involvement in [briefly describe your role in the research and any relevant accomplishments] has greatly influenced my professional development and commitment to pursuing a career in [specific field]. I am particularly excited about the opportunity to further my training in [mention any specific interests related to the residency program].

If you are willing to assist me, I would be happy to provide you with any additional information you might need, including details about the residency program or a summary of my contributions to our research project. The reference letter would ideally be submitted by [mention deadline], and I can provide any necessary submission details.

Thank you very much for considering my request. I greatly appreciate your support and mentorship throughout my career. I look forward to hearing from you soon.

Sincerely,

[Your Name]