

Request for Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter from you in support of my upcoming relocation to [Destination Country] for my academic pursuits.

As you know, I have been [briefly explain your relationship, e.g., a student in your class, a research assistant], and I believe that your insight into my skills and experiences would greatly enhance my application.

The deadline for the reference is [insert date], and if you agree, I would be happy to provide any additional information you may need or discuss this further at your convenience.

Thank you very much for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]