

# Alumni Reference Request

Date: [Insert Date]

Dear [Alumni's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Degree] graduate of [Your University/College], class of [Your Graduation Year]. I am reaching out to request your support as I am in the process of applying for a study program overseas at [Name of the Institution/Program].

Your experience and insights in [relevant field] have always inspired me, and I believe a reference from you would greatly enhance my application. The program requires a letter of recommendation from someone who can speak to my academic abilities and potential for success in this field.

If you are able and willing to assist, I would be happy to provide you with any information you might need regarding my achievements or experiences that may help you in writing the letter. The deadline for submission is [Insert Deadline].

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

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]