

Dear [Mentor's Name],

I hope this message finds you well. I am in the process of applying to graduate schools and am reaching out to request your support. Given our mentorship relationship and your understanding of my skills and aspirations, I believe that a reference letter from you would greatly enhance my application.

As you know, I am applying to [Program Name] at [University Name], where I hope to further develop my knowledge in [Field of Study]. Your insights into my work ethic and dedication would provide a valuable perspective to the admissions committee.

If you are willing, I would be happy to provide any additional information or context that might assist you in writing the letter. The deadline for submission is [Deadline Date], and the letter can be submitted electronically through [Submission Method].

Thank you very much for considering my request. I greatly appreciate your mentorship and support throughout my academic journey.

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]