

Subject: Request for Reference for Leadership Program

Dear [Mentor's Name],

I hope this message finds you well. I am reaching out to request your support as I consider applying for [Name of Leadership Program]. Your guidance and mentorship throughout my journey have significantly influenced my personal and professional growth, making you an ideal reference.

The program emphasizes [briefly state key aspects of the program], and I believe that your insights into my skills and experiences would provide a valuable perspective to the selection committee.

If you are willing to assist, I would be happy to provide any additional information about the program and the specific qualities they are seeking in candidates. I would greatly appreciate it if you could let me know if you're available for this.

Thank you very much for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (optional)]