

Letter of Reference Request for Mentorship

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Mentor's Name]
[Mentor's Title]
[Mentor's Organization]
[Address]
[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I am reaching out to seek your support as I embark on a journey of skill development in [specific skill or field]. As someone who has greatly benefited from your mentorship in the past, I would be incredibly grateful if you could provide me with a letter of reference to accompany my [application, program enrollment, etc.].

Your insights and guidance have played a significant role in my professional growth, and your perspective on my abilities would add immense value to my application. I aim to enhance my skills in [specific area], and your endorsement would greatly assist me in achieving this goal.

If you are willing to help, I would be happy to provide more details about the [program, opportunity], as well as a summary of my recent accomplishments and goals. Thank you for considering my request, and for your ongoing support.

Best regards,
[Your Name]