

Reference Request for Graduate Studies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Culinary School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my application to [Graduate Program Name] at [University Name]. As you know, I graduated from [Culinary School Name] with [specific degree or program] and gained invaluable experiences that shaped my culinary skills and career aspirations.

During my time at [Culinary School Name], I had the privilege of working under your guidance in [specific classes, projects, or experiences], which greatly influenced my understanding of [specific skills or knowledge]. I believe your insight into my work ethic and passion for culinary arts will strongly support my application.

If you are willing to provide a reference, I would be happy to provide any additional information you might need, including details about the program or my experiences at [Culinary School Name]. The deadline for submission is [Insert Deadline], and I can provide instructions for where to send the reference letter.

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

Sincerely,

[Your Name]