

Reference Request for Research Project

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for me as I embark on a research project titled "[Project Title]" at [Your Institution]. Your insight and support would be invaluable to my work, and I believe that your perspective on my abilities and determination would greatly enhance my application.

The research project focuses on [brief description of the project, its significance, and objectives]. As you know, I have had the pleasure of working with you on [mention any relevant experiences, courses, or projects]. I value your opinion highly and feel that you can provide an accurate representation of my skills and work ethic.

If you agree to provide a reference, I would be happy to share more details about the project and the specific areas I would like you to address. The deadline for the submission of references is [Insert Deadline].

Thank you very much for considering my request. I appreciate your time and support, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Institution]

[Your Program]