Reference Request for Fashion Design School Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference letter from you as I apply to [Art School Name] for their Fashion Design program.

Having had the privilege of working with you during [mention context or duration, e.g., a specific course or project], I believe you can speak to my passion and dedication towards fashion design. Your insight into my skills and creativity would greatly enhance my application.

If you agree to this request, I would be happy to provide more details about the program and my aspirations. The deadline for submission is [insert deadline], and the letter can be sent directly to the school or forwarded to me.

Thank you very much for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]