

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference for [Artist's Name], a talented mixed media artist and student at [Your Art School's Name]. [Artist's Name] has displayed remarkable creativity and dedication during their time here and has made significant contributions to our art community.

[Artist's Name] has a unique ability to blend different materials and techniques, resulting in thought-provoking and visually stunning pieces. Their projects often explore themes of [briefly mention themes], demonstrating their conceptual understanding and artistic vision.

It would be greatly appreciated if you could provide a reference highlighting [Artist's Name]'s skills, work ethic, and contributions to the field. Your insights would be invaluable in assisting them with their future endeavors.

Thank you for considering this request. Should you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Art School's Name]

[Your Contact Information]