

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

[Recipient's Name]  
[Recipient's Position]  
[School/Institution Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you as part of my application for the [Specific Program or Opportunity] in Textile Design. As you know, I am currently a student at [Your Current School] and have had the pleasure of learning under your guidance in [Classes/Workshops].

Throughout my time in the program, I have developed a deep passion for textiles, exploring various techniques and concepts that I believe will greatly enhance my future studies. Your insights into my work and creative process would provide invaluable context to my application.

If you are willing to provide a reference, I would be happy to supply you with additional information about the program and my specific achievements in your class. Thank you very much for considering my request. I greatly appreciate your support.

Sincerely,  
[Your Name]