

Reference Request for Advanced Standing Social Work Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization/Institution Name]

[Organization 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 me as I apply for the Advanced Standing Social Work Program at [University/College Name]. The program's emphasis on advancing social justice and community engagement aligns closely with my career goals.

Having had the pleasure to work under your guidance at [Organization/Institution Name] as a [Your Position/Role], I believe you can provide valuable insights into my skills, work ethic, and passion for social work. Your perspective on my experience would greatly enhance my application.

The deadline for submitting the reference is [Deadline Date]. Should you agree to assist me, I can provide additional details about the program and my application. Please let me know if you need any further information to help with the reference.

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

Sincerely,

[Your Name]