

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

[Recipient's Name]  
[Recipient's Title]  
[Department/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 my application to the graduate program in social work at [University Name]. Your insights into my skills and experiences would greatly enhance my application.

As you know, I have been dedicated to [briefly mention relevant experiences or traits]. I believe that your perspective on my [specific skills or achievements] will be incredibly valuable. The deadline for submitting references is [reference submission deadline], and I would be happy to provide any additional information or documents you may need.

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

Sincerely,  
[Your Name]