

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

Recipient's Name
Recipient's Title
Company/Institution Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference for my application to [specific language course name] at [institution/organization name]. As you are aware, I am keen to enhance my language skills and believe this course will greatly benefit my personal and professional development.

Having had the privilege to [mention your relation, e.g., "study under your guidance" or "work with you"], I feel that you would be able to provide an insightful perspective on my abilities and commitment to learning. Your support would mean a great deal to me.

If you are willing to assist, I would be more than happy to provide any further information you may need. Thank you very much for considering my request. I look forward to your favorable reply.

Sincerely,
Your Name