

Reference Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of reference from you as I pursue further studies in [specific language] at [institution or program name]. Your insight into my skills and dedication would greatly enhance my application.

During my time at [where you worked/studied together], I appreciated your support and mentoring, and I believe that you could provide valuable perspectives on my abilities and commitment to language studies.

Please let me know if you are comfortable writing this reference, and if you need any further information regarding the program or my achievements. I would be happy to provide a summary of my experiences related to [specific language] to assist you.

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

Sincerely,

[Your Name]

[Your Contact Information]