

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

[Recipient's Name]
[Recipient's Title]
[Department/Program Name]
[University's Name]
[University's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference for my application to [Graduate School/Program Name], where I hope to further my studies in aviation.

As you know, I have greatly enjoyed my time in the [Specify Aviation Program] at [Your University] and believe that my experience under your guidance has equipped me with a solid foundation in both aviation theory and practice. Your insight into my skills and enthusiasm for the field would provide an invaluable perspective to the admissions committee as they review my application.

The program I am applying to is particularly focused on [Briefly state the program's focus/values], and I feel that your endorsement would highlight my commitment and readiness for this next step.

If you agree to provide a reference, I would be happy to provide additional details, including my resume and information about the program, as well as a deadline for submission. Thank you very much for considering my request.

Looking forward to your positive response.

Sincerely,
[Your Name]