

Dear [Mentor's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for my application to the doctoral program in [Program Name] at [University Name]. Given our work together on [specific project or experience], I believe you can speak to my skills and commitment in this field.

The application deadline is [deadline date], and your reference would greatly enhance my candidacy. If you agree, I will ensure that you have all the necessary details and documents to make the process as smooth as possible.

Thank you for considering my request. I appreciate your support and guidance throughout my academic career.

Best regards,

[Your Name]

[Your Contact Information]

[Your Institution]