

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of reference as I prepare my application for the doctoral program in [Specific Research Focus] at [University Name]. As you are aware, my research interests lie in [Briefly describe your research interests related to the specific focus].

Your insights and experiences would greatly enhance my application, and your support would be invaluable as I pursue this academic endeavor. I believe that your perspective on my skills and dedication to the field will provide the admissions committee with a comprehensive view of my qualifications and potential.

If you agree to support my application, I would be happy to provide additional information about the program and any specifics regarding the reference letter's requirements. The submission deadline is [Deadline Date], and the letter can be sent directly to [Submission Method or Address].

Thank you very much for considering my request. I appreciate your time and support, and I look forward to your positive response.

Sincerely,

[Your Name]