

Request for Reference Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to kindly request a reference letter for my child, [Child's Name], who is applying for admission to [Specific School or Program Name].

[Child's Name] has shown great enthusiasm for learning and has consistently demonstrated [mention any key qualities or achievements, such as kindness, curiosity, leadership, etc.]. I believe that a reference letter from you would greatly enhance [his/her/their] application.

We appreciate the time and effort you put into nurturing [Child's Name]'s growth, and I am confident that your insights would provide a valuable perspective to the admissions committee.

If you are willing to assist, please let me know if you need any additional information or specific points to cover. Thank you very much for considering my request.

Sincerely,

[Your Name]