

# Request for Elementary School Reference

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my child, [Child's Name], who attended [School's Name] from [Start Year] to [End Year]. As we are in the process of [applying for a new school, moving to another city, etc.], a reference from you would greatly support our application.

We would appreciate it if you could highlight [specific skills, qualities, or experiences] that you believe reflect [Child's Name]'s time at your school.

Thank you very much for considering my request. Please let me know if you need any additional information.

Sincerely,

[Your Name]

[Your Contact Information]