

Request for Elementary School Reference

Date: [Insert Date]

Dear [Teacher's Name/Principal's Name],

I hope this message finds you well. My name is [Your Name], and I am the parent of [Child's Name], who attended [School Name] in [Year/Grade]. I am reaching out to kindly request a reference for my child as we are applying to [New School/Program Name].

[Child's Name] greatly enjoyed their time at [School Name], and I believe a reference from you would provide valuable insight into their character and achievements. Your perspective would mean a lot to us as we pursue this new opportunity.

If you are willing to assist us, please let me know, and I would be happy to provide any additional information you might need.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address (optional)]