

Request for Reference Letter

Date: [Insert Date]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference letter for [Child's Name], who was a student in your [Grade/Class Name] class during the [School Year].

[Child's Name] is applying to [Mention Purpose - e.g., a new school, a scholarship, etc.], and your insights into his/her character and academic abilities would be invaluable.

It would be wonderful if you could highlight [Mention specific qualities or achievements you would like emphasized, e.g., creativity, teamwork, or a specific project]. The deadline for submission is [Insert Deadline].

Thank you for considering this request. Your support means a lot to us.

Sincerely,

[Your Name]

[Your Contact Information]