

# Reference Request for Academic Purposes

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Community College Name]

[College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter from you for my academic applications. I have greatly enjoyed and benefited from your class, [Course Name], during the [Semester/Year], and I believe that your insights into my abilities and dedication would be invaluable.

I am applying to [Specific Program or Institution] and a recommendation from you would significantly enhance my application. Your perspective on my [mention any specific skills or projects] would provide the admissions committee with a clearer understanding of my qualifications.

If you agree to assist me with this request, I would be happy to provide any additional information you may need, including my resume and details about the program.

Thank you for considering my request. I appreciate your time and support.

Sincerely,

[Your Name]