

# Reference Request for Personal Statement

Date: [Insert Date]

Dear [Referee's Name],

I hope this message finds you well. I am in the process of applying to [Community College Name] and I am reaching out to request a reference letter from you to include in my personal statement.

Your support and insight into my [specify relevant experiences, e.g., academic work or character traits] would provide invaluable context to my application. I believe your perspective on my [mention skills or experiences relevant to the college program] would greatly enhance my application.

The deadline for submission is [Insert Deadline]. If you agree to help, I would be happy to provide any additional information you may need.

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

Sincerely,

[Your Name]

[Your Contact Information]