

Reference Request for Professional Development

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution or Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference for my upcoming professional development opportunity at [insert program or event name] that is scheduled for [insert date(s)]. As you may know, I am currently [insert your position, e.g., "a student in the Community College's XYZ program"], and your insights into my academic performance and character would greatly bolster my application.

Throughout my time at [Community College Name], I have greatly appreciated and valued your guidance and support. I believe that your perspective on my skills in [mention relevant skills or courses] will provide the selection committee with a well-rounded view of my capabilities and potential.

If you are willing, I would be happy to provide any additional information you may need or discuss the specifics of the opportunity. The reference would need to be submitted by [insert submission deadline].

Thank you very much for considering my request. I truly appreciate your time and assistance in this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Contact Information]

[Your Program/Department]