

Reference Request for Program Admission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Title/Position]

[Reference's Company/Organization]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to request your support in providing a reference for my application to the [specific program name] at [Community College Name]. The program is highly competitive, and a reference from you would greatly strengthen my candidacy.

Throughout my time working with you at [mention where you worked together or context], I have gained valuable skills and knowledge that I believe are essential for succeeding in this program. I am particularly excited about [mention any specific aspect of the program or your career goals], and I think your perspective on my [skills/attributes] would be incredibly beneficial for the admissions committee.

If you agree to provide this reference, I will ensure that you have all necessary details about the program and deadlines. The submission can be made directly through [mention submission process].

Thank you so much for considering my request. I appreciate your help and support in this important step in my education. Please let me know if you would be willing to assist me.

Sincerely,
[Your Name]