

# Reference Request for Special Project

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 for [briefly explain the special project or opportunity you are pursuing], which I am applying for at [Institution/Organization Name].

Given our previous work together on [mention any specific course, project, or experience], I believe you can provide valuable insights into my skills and dedication. Your support would be greatly beneficial in showcasing my ability to contribute to [mention the project or opportunity].

If you are willing to provide a reference, I would greatly appreciate it. I can provide any additional information you may need to assist with your response, including details about the project and deadlines.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]