

Request for Reference

Date: [Insert Date]

[Mentor's Name]

[Mentor's Position]

[Mentor's Organization]

[Mentor's Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I am reaching out to request a reference for an entrepreneurship program I am applying to, [Program Name]. Your guidance and mentorship during my journey have been invaluable, and I believe your insight would greatly support my application.

The program requires a reference that can speak to my skills in entrepreneurship, leadership, and my commitment to continuous learning. Given our work together on [specific project or experience], I feel that you would be able to provide a comprehensive perspective on my abilities and aspirations.

If you are willing to provide a reference, I would be happy to share more details about the program and any specific points you might want to highlight. The deadline for submission is [insert deadline]. Please let me know if you would be able to assist me with this request.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]