

Dear [Friend's Name],

I hope this message finds you well. I am reaching out to ask for a favor that would mean a lot to me. I am applying for an entrepreneurship program at [Program Name] and I need a personal reference as part of my application.

Given our [mention your relationship, e.g., years of friendship, shared experiences], I believe you can provide valuable insights into my skills and qualities that would benefit my application.

If you feel comfortable, I would greatly appreciate it if you could write a reference letter highlighting my [mention any specific traits, skills, or experiences]. The deadline for submission is [Deadline Date].

Thank you so much for considering my request. I really appreciate your support!

Best regards,

[Your Name]

[Your Contact Information]