

[Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Institution Address]

[City, State, Zip Code]

## **Subject: Reference Request for Accreditation of Counseling Program**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a reference for our counseling program, which is in the process of seeking accreditation. Your insights and evaluation of our program's quality and effectiveness will be invaluable to the accreditation review team.

We are particularly interested in your observations regarding our curriculum, faculty qualifications, and student outcomes. Your feedback will help demonstrate our commitment to providing top-notch education and training in the counseling field.

If you agree to provide a reference, I will follow up with specific questions and any necessary materials to assist you in this process. We would like to submit all reference letters by [Insert Deadline].

Thank you for considering this request. Your support is greatly appreciated, and we look forward to your affirmative response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]