

Reference Request for Graduate School Application

Date: [Insert Date]

Dear [Professor/Advisor's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for my application to [Name of Graduate Program] at [University Name]. As you are aware, my career goal is to specialize in [specific area of counseling], and I believe that this program will enable me to gain the skills and knowledge necessary to succeed in this field.

During my time at [Your Institution], I greatly valued the opportunity to work with you in [specify context, e.g., coursework, research, projects], which helped shape my understanding and passion for counseling. Your insight into my [skills, work ethic, character] would provide an invaluable perspective to the admissions committee.

The deadline for submission is [insert deadline]. Should you agree to assist me, I will provide you with all necessary details regarding the submission process and any forms required. Please let me know if you need any additional information or if there is anything I can provide to facilitate this request.

Thank you very much for considering my request. I sincerely appreciate your support and guidance throughout my academic journey.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]