

# Letter of Reference Request for Mentorship Program

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference for me as I apply to the [Name of Mentorship Program]. I believe that your insight into my skills and experiences would greatly strengthen my application.

During our time at [Where You Worked Together/Met], I appreciated your mentorship and guidance, which have been instrumental in my personal and professional growth. I would be grateful if you could highlight my [specific skills or experiences] that you feel are relevant to the mentorship program.

The deadline for submission of references is [Insert Deadline]. If you agree, I would be happy to provide any additional information or materials that you might need to assist you in writing the reference.

Thank you very much for considering my request. I truly value your support and mentorship.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]