

Reference Request for Acting Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter from you as I apply to [Acting Program Name] at [Institution Name]. Having recently graduated from [High School Name], I believe your insights about my character and skills would be invaluable to my application.

During my time in high school, I had the pleasure of [briefly describe experiences relevant to acting, such as participating in drama club, specific performances, or classes]. Your guidance and support greatly influenced my development as an aspiring actor.

The deadline for submission is [date], and I would be more than willing to provide any additional information you may need to assist in writing the reference. Thank you very much for considering my request. I truly appreciate your time and support.

Warm regards,

[Your Name]