

Reference Request for International Applicant

Date: [Insert Date]

To: [Referee's Name]

[Referee's Position]

[Institution/Organization Name]

[Address]

[City, State, Zip]

Dear [Referee's Name],

I hope this message finds you well. I am writing to request a reference for [Applicant's Full Name], who is applying for the Acting Program at [Institution Name]. As part of the application process, the program requires a letter of recommendation from someone familiar with the applicant's abilities and potential in the performing arts.

[Applicant's Full Name] has been an exceptional talent in my [class/workshop/production] and has consistently demonstrated dedication, creativity, and professionalism. I believe your insights into their skills and experiences would provide a valuable perspective for the admissions committee.

The deadline for submission of reference letters is [Insert Deadline]. If you agree to provide a reference, please send your letter to [Instructions for submission, e.g., email address, online portal, etc.].

Thank you very much for considering this request. Your support for [Applicant's First Name] in this crucial step of their career is greatly appreciated.

Best regards,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]