

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference for my application to the [Specific Acting Program Name] at [Institution Name]. As you know, my passion for acting has been a significant part of my life, and I believe that this program will help me further develop my skills and pursue my dreams.

During my time in your class, I have learned invaluable lessons about performance and character development. Your guidance has deeply influenced my growth, and I am hopeful that you can share your insights about my dedication and passion for acting in your reference letter.

The application deadline is [Date], and if you agree, I would be more than happy to provide any additional information you may need, including my resume and details about the program.

Thank you very much for considering my request. Your support would mean a lot to me as I take this next step in my acting journey.

Sincerely,

[Your Name]