

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. My name is [Your Name], and I am a returning student at [Your Institution Name] pursuing an [Acting Program Name]. I am writing to kindly request a reference letter from you as I apply for [specific opportunity, e.g., an audition, scholarship, fellowship, etc.].

During my previous studies, I thoroughly enjoyed [mention any specific experience or project relevant to the program], and I believe your insight into my work and abilities would greatly enhance my application. Your support would mean a lot to me as I strive to further my career in acting.

If you agree to assist me, I would be happy to provide you with any additional information you might need, including my resume and details about the opportunity I am applying for. The deadline for submission is [insert deadline], and the reference can be sent to [insert submission details].

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]