

Reference Request for Research Project Collaboration

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a reference in my upcoming research project collaboration with [Collaborating Institution/Person]. The project aims to [briefly describe the purpose of the project], and I believe your insights and experience would greatly enhance the proposal.

Your role as [specific role or position of the recipient] has greatly influenced my work, and your reference would add significant value to my application. If you are willing, I would greatly appreciate it if you could share your thoughts on my [specific skills or experiences relevant to the collaboration].

The deadline for submitting references is [insert deadline]. If you agree, I would be more than happy to provide additional details about the project and any other information you may require.

Thank you very much for considering my request. I greatly value your support and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Your Contact Information]