

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Title
Organization Name
Organization Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reference for the environmental program that I am currently applying to at [Program/Institution Name]. Given your expertise and our previous collaboration on [specific project or experience], I believe your insights would greatly enhance my application.

The program is focused on [brief description of the program or its goals], and I am eager to contribute to its objectives. Your endorsement would not only highlight my skills but also reinforce my commitment to the field of environmental science.

Please let me know if you would be willing to provide a reference. I would be happy to share more details about the program and any specific points that you might want to address. Thank you for considering my request; I greatly appreciate your support.

Sincerely,
Your Name