

Request for Reference Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter from you as I am in the process of [applying for a job/applying to a graduate program/etc.]. Given our [mention the relationship, e.g., time working together, classes taken, projects, etc.], I believe you could provide valuable insight into my skills and experiences.

During our time together, I [briefly describe a few key contributions, experiences, or skills relevant to the new opportunity]. I am particularly excited about [briefly describe the new opportunity and why it interests you]. A strong reference from you would greatly enhance my application.

If you are able to assist, I would be happy to provide you with additional information, such as my resume and details about the opportunity, to help make the process easier for you. I understand that you have a busy schedule, so if you are unable to accommodate my request, I completely understand.

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

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]