

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing an academic reference for me. I am currently applying for [Specify Program/Position] at [Specify Institution/Organization] and believe that your insight into my [insert specific experience, e.g., coursework, research, etc.] would greatly enhance my application.

During my time in your [Course Name] class, I gained invaluable skills such as [list skills or experiences]. I very much appreciated your guidance and mentorship, and I feel that you could provide an accurate portrayal of my abilities and potential.

If you agree to provide a reference, I would be happy to share more details about the program and my application materials to make the process easier for you. Please let me know if you have any questions or require further information.

Thank you very much for considering my request. I greatly appreciate your time and support.

Sincerely,

[Your Name]