

Subject: Follow-Up on Reference Submission

Dear [Reference's Name],

I hope this message finds you well. I wanted to follow up regarding the reference request I sent on [date of initial request]. The submission deadline for the application is approaching on [deadline date], and I wanted to check if you had a chance to send your reference yet.

Your insights would be invaluable to my application, and I greatly appreciate your support.

Thank you once again for your help!

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]