

Request for Personal Statement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[University/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a personal statement to support my application for [specific program or university name]. I believe that your insights and perspectives would greatly enhance my application and provide the admissions committee with a deeper understanding of my qualifications and character.

As you know, I have been involved in [briefly describe relevant experiences or accomplishments], and I value the guidance you have provided me throughout my academic journey. Your support in crafting this personal statement would be invaluable to me.

If you agree, I would be happy to provide any additional information or specific points that you might want to include to make the statement more comprehensive. The deadline for submission is [mention the deadline], so please let me know if you need any further details at your earliest convenience.

Thank you very much for considering my request. I truly appreciate your time and assistance.

Sincerely,

[Your Name]