

Request for Professional Reference

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Institution's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a professional reference as I am applying for a [Position Name] at [University Name]. Given our previous work together on [mention specific project or context], I believe you could provide valuable insight into my qualifications.

The application deadline is [Insert Deadline Date], and I would be grateful if you could submit your reference by then. Please let me know if you need any additional information or if there are specific points I would like you to highlight.

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

Best regards,

[Your Name]