

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing an academic reference for me as I pursue [specific opportunity, e.g., graduate school, scholarship, job application].

During my time at [name of institution or course], I have greatly valued your mentorship and the knowledge I gained from your [specific course or experience]. I believe your insight into my [skills, work ethic, specific achievements] would provide a meaningful perspective for my application. The deadline for submission is [date], and I would be happy to provide any additional information you might need to assist with your reference, such as my resume or details of the opportunity.

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

Warm regards,

[Your Name]

[Your Student ID (if applicable)]