

[Date]

[Recipient Name]

[Recipient Title/Position]

[Organization Name]

[Organization Address Line 1]

[Organization Address Line 2]

Subject: Reference Request Letter

Dear [Recipient Name],

I am writing to formally request a reference from you.

[State the purpose of your request, e.g., applying for a job, university admission, etc.]

If you require any additional information or documentation, please feel free to contact me.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Contact Information]